

CAR PARKING WORKING GROUP

TERMS OF REFERENCE

Role of the Group

1. To assess if Epsom & Ewell Borough car parks (i.e. those owned and/or managed - under a contractual agreement which allows for the changed use of that car park - by the Council only) are fit for purpose in a changing environment, and to make recommendations to the relevant Committees. These include:
 - To assess current car park infrastructure and usage.
 - To investigate additional capacity in car parks across the borough.
 - To explore options to replace or upgrade existing car park equipment when required.
 - To consider alternative use of car parks in conjunction with other Council priorities.
 - To understand changes in car ownership and usage, and reflect these in the car park offering across the borough.
2. To discuss the short, medium and long-term car park strategy which can then be included in Epsom & Ewell's Parking Strategy, working in conjunction with the Local Plan, our venues and economic development. Establish the views of stakeholders including businesses located within the borough.
3. To assess the safety, ease of use and value for money for car park users whilst considering the economic vitality of Epsom & Ewell. To include:
 - Examining fees & charges for onward discussion.
 - Looking at parking permit feasibility options including workers / commuters / residents.
 - Examining changing trends of payment systems used in the car parks including electronic methods.

4. To explore options to future-proof the Borough’s car parking services.
To include:
 - To consider the impact of the changes of retail habits and in the retail offering provided within the Borough.
 - To assess the impact of changes to Surrey County Councils on-street parking strategy as well as local building developments as part of the Local Plan which may impact the Boroughs car parks.
 - To explore the opportunities for further electric vehicle and net zero charging within the borough car parks.
 - To explore the opportunities for commercial activities such as advertising within the Borough car parks.

5. To explore and discuss options for changes to existing car park usage, including options for recreation grounds, parks and open spaces parking.

Decision Making/Reporting

Reports and recommendations from the Group will need to be presented through the Committee process to Environment Committee and potentially Strategy & Resources Committee or to Full Council, depending on the nature of the item.

Any consideration of options and thereafter proposed recommendations must be clear that consideration of the outcome of departmental Financial Sustainability discussions are taken into account to avoid recommendations being proposed for approval by Council/Committee that may nullify or fail to take into account internal budget discussions/decisions applicable to car parking across the Council.

Membership

This working group shall last for the remainder of this municipal year

The Chair of the group will be the Chair of Environment Committee.

The membership will consist of the Members as set out below and agreed by the Environment Committee and no substitutions will be allowed.

Officers will provide support as listed. Stakeholders will be consulted and then invited to attend meetings, if appropriate

Officers:	Head of Housing and Community
	Parking & Enforcement Manager
	Chief Accountant / Senior Accountant

As required:	Head of Property & Regeneration
	Head of Operational Services
	Planning Policy

The Car Parking Working Group should consist of six Members:

- The Chair of the Environment Committee
- The Vice Chair of the Environment Committee
- 2 Majority Group Members of the Environment Committee (Residents Association)
- 2 Minority Group Members of the Environment Committee (tbc)

If any of the Groups decide to relinquish their seat(s) then the Group will operate at a reduced capacity.

It is recommended that included in the representation of the working group is one Councillor from the Town Ward and one from the Ewell Village Ward as this is where a vast majority of the Council car parks are situated. If this is not possible from the existing membership of the Environment Committee then the Chair / Vice Chair has the facility to invite a ward Councillor(s) to the meeting to take part in the discussions.

Frequency & Timing of Meeting

The frequency and start time of meetings will be determined by the Chair or Vice Chair of Environment Committee in consultation with the Head of Housing and Community, with the working group due to expire at the end of the municipal year 2026/27.