

# High St Parking Working Group Terms of Reference 2021 (draft)

## 1. Objective

The High St Working Group has been appointed to support the council in delivering its Strategic Plan and addressing parking issues raised by residents in the High St.

## 2. Membership

Membership shall consist of a minimum of three councillors, with a maximum of seven councillors. Councillors were appointed to the working group at the parish council meeting on 1<sup>st</sup> November 2021.

A Chairman and other relevant roles shall be appointed/allocated at the first meeting of the working group.

A quorum shall consist of three members.

If appropriate, the Working Group can appoint representatives from the community or experts in relevant fields. Appointments will be approved by councillors as appropriate. Representatives will have the same voting rights as councillors.

All members of the working group will follow the code of conduct/Nolan principles and other council policies and procedures.

## 3. Timescale

The working group will operate for six-months from its first meeting after approval of terms of reference. An extension may be granted, by full council, should be need arise.

## 4. Areas of Responsibility

The High St Working Group can:

- Identify and quantify parking concerns or parking issues in the High St and surrounding roads, engaging with residents, businesses, and organisations.
- To work with stakeholders, community organisations and residents to identify and evaluate options to address any parking concerns or issues in the High St and surrounding roads.
- To consult with the community, businesses, and organisations on any proposals to improve parking on High St.
- To make recommendations to the parish council on parking within High St, so decisions can be made by the whole council.

## 4. Meetings

Meetings can be arranged at mutually convenient times and locations. Minutes or notes from meetings shall be presented to the council at the next available full council meeting.

Updates and progress reports shall be presented to council.

## 5. Budget

The High St Parking Working Group does not have any delegated powers in relation to budget or project expenditure, however it may make recommendations in relation to the current budget, annually allocated budget, or external grant funding opportunities.

## **6. Data Protection**

The council's policies will apply to all data collected during the project. Copies of these are available from the council's website

## **7. Review**

These terms of reference may to be reviewed during the six-month period and approved by full council.

Presented to Parish Council

Approved by Parish Council.