

## Car Parking Working Group – Terms of Reference

- Membership:** The Portfolio Holder, together with one Member to represent each of the towns in North Wiltshire - Calne, Chippenham, Corsham, Malmesbury and Wootton Bassett to be appointed by Executive in conjunction with the Portfolio Holder.
- Representatives of the Chambers of Commerce and Town Councils may be invited to attend as necessary at the Portfolio Holder's discretion.
- Political proportionality:** Advisory Bodies do not have to be politically proportional.
- Meetings:** As required (approximately every 4-6 weeks).
- Open to the press and Public:** Meetings will be held in private unless the public are specifically invited to attend (access to information rules do not apply). Agendas & Minutes will remain confidential unless the Chairman of the Working Group decides otherwise. Agendas & Minutes are available to all Councillors, but are not public documents.
- Quorum:** There is no quorum for an Advisory Body.
- Decision Making:** No – the Working Group will where appropriate make recommendations to the Executive and will have a monitoring role of the various work taking place throughout the Council in this area.

### Terms of Reference:

1. To direct and monitor the Council's specific project to improve and address on-street and off-street car parking issues including provision, charging, residents parking and effect on the wider community.
2. To review the range of the Council's current strategies, policies and activities in respect of car parking and decriminalised parking enforcement.
3. To make recommendations to the Executive on any matters relating to car parking and decriminalised parking enforcement.
4. To ensure liaison and joint action takes place with partner organisations on issues affecting car parking and decriminalised parking enforcement.
5. To receive and critically review proposals, initiatives and suggestions which would make a positive contribution to car parking or decriminalised parking enforcement.

6. To be a focal point for internal, area, regional and national policies, projects and initiatives address car parking issues and to submit appropriate reports to the Executive.
7. To consider community organisational and resource implications of car parking as they impact on the Council's activities.
8. To produce recommendations for a long term vision and strategy on car parking for the Council.