

**BRECKLAND COUNCIL**

**At a Meeting of the**

**PARKING TASK AND FINISH GROUP**

**Held on Friday, 3 December 2010 at 10.00 am in  
Norfolk Room, Conference Suite, Elizabeth House, Dereham**

**PRESENT**

Mrs S.M. Matthews (Chairman)      Mr B. Rose  
Mr K. Martin                              Mrs P.A. Spencer  
Mr D.G. Mortimer

**In Attendance**

Rory Ringer                              Elections & Scrutiny Manager  
Teresa Smith                             Member Services Support Officer  
Jane Osborne                            Committee Officer

**Action By**

**44/10 MINUTES**

The Minutes of the meeting held on 23 September, 2010 were confirmed as a correct record and signed by the Chairman.

**45/10 APOLOGIES**

Apologies for absence had been received from Mr P Duigan, Mrs D Irving and Mrs P Quadling.

**46/10 URGENT BUSINESS**

There was none.

**47/10 DECLARATION OF INTEREST**

There was none.

**48/10 SET UP PUBLIC CONSULTATION MEETING TUESDAY 25  
JANUARY 2011 7 PM ASSEMBLY ROOMS SWAFFHAM**

Mr Rory Ringer, Breckland's new Elections and Scrutiny Manager introduced himself, as did Teresa Smith, who would be one of Member Services Committee Officers as from Monday, 6 December 2010.

The report was presented for agreement by Members, on the Terms of Reference and Project Plan with regard to establishing if any improvements could be made in respect of the car parking provision in Swaffham for Breckland residents, businesses and visitors. It was explained that the same form of investigation would take place with regard to Swaffham as had taken place in Watton and Attleborough, and would be led by Members as they had been involved in the previous groups.

As an extensive tour of Swaffham had already taken place it was felt that no further site visit would be needed, however so as not to duplicate work already done and the important data previously gathered, it was requested that this information be forwarded to Members with the next Agenda.

Rory Ringer,  
Teresa Smith

	<u>Action By</u>
<p>A site visit might perhaps have to take place a Member thought with regard to "off street" parking.</p> <p>It was stated that it must be established which car parks belonged to Breckland and which were private, there were some that were Norfolk County Council's too; Appendix 2 of the report highlighted the Breckland Car Parks.</p> <p>The Terms of Reference had been taken from the previous two reviews, and therefore there was nothing that the Members wished to add. The Project Plan had been based on previous plans too. If Members thought of anything they wished to be included in the investigation, they were asked to contact the Elections and Scrutiny Manager or the Committee Officer.</p> <p>An article had appeared in a local newspaper about the review and had been seen by some Members. It was felt that the most important factor to be considered would be the open consultation with the general public and recognised organisations, which would be held on Tuesday, 25 January 2011 at 7 p.m in the Assembly Rooms**, Swaffham.</p> <p>The Chairman felt that the Task &amp; Finish Group should meet before the Public Consultation meeting, so that any correspondence received could be considered.</p> <p>Stakeholders would be written to and their comments sought as well as being invited to attend the meeting to be held of the Task &amp; Finish Group to discuss the draft report, on 8 February at 10.00 a.m in the Norfolk Room.</p> <p>It was <b>AGREED</b> that :-</p> <ul style="list-style-type: none"><li>• The Terms of Reference be agreed</li><li>• The Project Plan be agreed</li><li>• Task &amp; Finish Group to be held on Monday, 17 January 2011 at 10.00 a.m in the Norfolk Room, Elizabeth House, Dereham</li><li>• Public consultation meeting to be held in the Assembly Rooms**, Swaffham at 7 p.m on Tuesday, 25 January 2011</li><li>• Draft report to Task &amp; Finish Group on 8 February 2011 at 10.00 a.m in Norfolk Room, Elizabeth House, Dereham</li></ul> <p><b>Please note, since the meeting was held, it has been ascertained that the Assembly Rooms are not available, so the venue will be confirmed for the 25 January 2011 Public Consultation meeting.</b></p> <p><b>49/10 <u>MAP OF SWAFFHAM CAR PARKS (FOR INFORMATION)</u></b></p> <p><b>50/10 <u>NEXT MEETING</u></b></p> <p>It was agreed that the next meeting would be at 10.00 a.m on Monday 17 January, 2011 in the Norfolk Room, Elizabeth House.</p>	<p>Teresa Smith</p> <p>Rory Ringer Teresa Smith</p>

The meeting closed at 10.23 am

CHAIRMAN