

Overview & Scrutiny Commission**Car Parking - Task and Finish Group****PROJECT PLAN**

Project Title	Review of Car Parking in Breckland towns
Project Manager	Member Development & Scrutiny Officer
Project Background	At its meeting on 26 March 2009 the Overview & Scrutiny Commission agreed that a task and finish group be formed to undertake a review of off street car parking in all five Breckland towns. The detailed scope of the review was determined at the Group's first meeting on 27 July 2009
Project Objectives	1. To establish if any improvements can be made in respect of the car parking provision to Breckland residents, businesses and visitors
Project Outcomes	1. To establish the policy position in relation to off street and on street parking and identify any improvements in how the service is delivered, taking account of on street parking and retailer provided parking 2. The Task and Finish Group will undertake the review and report its findings and recommendation through the Overview & Scrutiny Commission and the Cabinet
Scope	Review of Car Parking in Breckland towns with Attleborough as a pilot
Key Milestones	1. First group meeting to agree Terms of reference and consider baseline information - July 2009 2. Site visits – August 2009 3. Meetings with stakeholders/consultees – October 2009 to March 2010 4. Research/survey in Attleborough – October 2009 5. Interim report to OSC – January 2010 6. Final report produced – May 2010
Background Research	Council Policy, Best Value Review of Car Parking (2001), Post BV Review Action Plan, agency agreements covering enforcement, information showing location of council car parks, short term parking orders, and maintenance budgets/spend, revenue and costs
Resources	MDSO will co-ordinate the review. Additional resource will be required from Member Services to provide a clerking service for meetings of the

	group. The Director of Services will appoint a lead officer from Asset Management Team to provide technical/specialist knowledge and contribute by attending meetings as required. There may be time constraints relating to the involvement of Asset Manager
Possible witnesses/consultees for the review	Portfolio Holder (Economic & Commercial) Rep from local chamber(s) of trade Norfolk Constabulary Norfolk County Council Asset Manager (Breckland Council) Corporate Project Manager (Breckland Council) Rep from local taxi and bus operators Reps from town councils Rep from Dencora Ltd Reps from major retailers Other Norfolk Local Authorities
Possible Site visits	To all Breckland car parks as agreed by the Group (end of August 2009)
Possible Consultation methods to be adopted	As decided on 27 July 2009. To undertake sponsored research through a survey to be undertaken in Attleborough in October 2009. Holding of one evening public meetings in each market town with invites sent to local town and parish councils and other relevant stakeholders.