

Overview & Scrutiny Commission

Parking – Task and Finish Group

PROJECT PLAN

Project Title	Review of Car Parking in Breckland Towns (Swaffham)
Project Manager	Teresa Smith / Rory Ringer
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 on and off street car parking in all five Breckland Towns.
Project Objectives	To establish if any improvements can be made in respect of the car parking provision to Breckland residents, businesses and visitors.
Project Outcomes	<ol style="list-style-type: none"> 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. Attleborough and Watton having already been completed.
Key Milestones	<ol style="list-style-type: none"> 1. First Group meeting to agree Terms of Reference and consider baseline information – 3rd December 2010 2. Site Visits – 3. Promotion of the review via local media – 4. Consultation (Public Meeting) – 5. Meeting with Stakeholders 6. Draft Report to Parking Group – 7. Final Report produced – 24th March 2011
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	TS/RR will co-ordinate the review. Additional resource will be required from Member Services to provide a clerking service for meetings of the group. A lead officer from Asset management team to provide technical/specialist knowledge and contribute by attending meetings as required.

Possible witnesses and consultees for the review	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 and relevant parish councils Reps from major retailers Other Norfolk local authorities
Possible site visits	To inspect Swaffham Car Parks
Possible Consultation Methods to be adopted	<ol style="list-style-type: none"> 1. To possibly undertake sponsored research through a survey to be undertaken in Swaffham. 2. Hold public meeting in Swaffham with invites sent to local town and parish councils and other relevant stakeholders.