



A G E N D A

- Committee - **PARKING TASK AND FINISH GROUP**
- Date & Time - **Monday 17 January 2011 at 10.00 am**
- Venue - **Norfolk Room, Conference Suite, Elizabeth House, Walpole Loke, Dereham, NR19 1EE**

<u>Members</u>	
Mr P.J. Duigan	Mr D.G. Mortimer
Mrs D.K.R. Irving	Mrs P. Quadling
Mrs S.M. Matthews (Chairman)	Mr B. Rose
Mr K. Martin	Mrs P.A. Spencer

Members of the Committee requiring further information, or with specific questions, are asked to raise these with the appropriate officer at least two working days before the meeting. If the information requested is available, this will be provided, and reported to Committee.

PERSONS ATTENDING THE MEETING ARE REQUESTED TO TURN OFF MOBILE TELEPHONES

Member Services
Elizabeth House, Walpole Loke,
Dereham Norfolk, NR19 1EE

Date: Friday 7 January 2011

1. **MINUTES**

To confirm the minutes of the meeting held on 3 December 2010.

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2. **APOLOGIES**

To receive apologies for absence.

3. **URGENT BUSINESS**

To note whether the Chairman proposes to accept any item as urgent business.

4. **DECLARATION OF INTEREST**

Members are asked at this stage to declare any interests that they may have in the following items on the Agenda.

The Members' Code of Conduct requires that declarations include the nature of the interest, and whether it is a personal or prejudicial interest.

5. **STAKEHOLDER FEEDBACK**

To discuss comments received.

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6. **PUBLIC CONSULTATION MEETING**

To note the arrangements for the next meeting on Tuesday 25 January 2011 at 7pm in the Town Hall, Swaffham and to discuss the framework for that meeting.

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 & Finish Group should meet before the Public Consultation meeting, so that any correspondence received could be considered.</p>	Teresa Smith
<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 & Finish Group to discuss the draft report, on 8 February at 10.00 a.m in the Norfolk Room.</p>	Rory Ringer Teresa Smith
<p>It was <u>AGREED</u> that :-</p> <ul style="list-style-type: none">• The Terms of Reference be agreed• The Project Plan be agreed• Task & Finish Group to be held on Monday, 17 January 2011 at 10.00 a.m in the Norfolk Room, Elizabeth House, Dereham• Public consultation meeting to be held in the Assembly Rooms**, Swaffham at 7 p.m on Tuesday, 25 January 2011• Draft report to Task & Finish Group on 8 February 2011 at 10.00 a.m in Norfolk Room, Elizabeth House, Dereham <p>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.</p>	
<p>49/10 <u>MAP OF SWAFFHAM CAR PARKS (FOR INFORMATION)</u></p> <p>50/10 <u>NEXT MEETING</u></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>	

The meeting closed at 10.23 am

CHAIRMAN

Parking in Swaffham
Summary of Stakeholder views

Norfolk Constabulary

- Theatre Street Car Park – well kept, but not as well signposted as it could be.
- Loading bay nr McColl's shop – often abused by cars and HGV's having to park on road.
- As parking is free, this attracts large number of visitors to Swaffham which is good for the local community.

Public responses

- Marvellous place the town is for parking. No fiddling for 50p for 30 minutes in pouring rain. Long may it continue!
- Access & signage for Theatre Street is dreadful.
- The bus stop is also in-front of the only taxi rank in the town. The 1-2 spaces allocated for taxis is now insufficient. In addition to this there can also be up to 3 buses parked at the same time, therefore sticking out onto the main road. Solution could be to allocate whole area in toilets to bus parking. Then taxi rank could be allocated in-front of old Hammonds High School?
- Lack of enforcement – there are 2hr restrictions, but as no enforcement leads to parking for long hours or all day.
- Theatre Street parking needs to be better signposted. In addition, better overall signage is required, especially for the visitors who do not know the town.
- To charge for parking, as long as fee is reasonable – this would raise much needed funds.