

## **Great Yarmouth Car Parking Strategy Steering Group New Constitution & Terms of Reference**

Report by the Director of Planning and Transportation

### **Summary**

This report recommends a revised Constitution and Terms of Reference for the Great Yarmouth Car Parking Strategy Steering Group to reflect the changing nature of the tasks from strategy preparation to implementation and monitoring.

## **1. Background**

- 1.1. A revised Constitution and Terms of Reference for the Great Yarmouth Car Parking Strategy Steering Group has been put forward by Great Yarmouth Borough Council. It is considered that the current Constitution and Terms of Reference (agreed in 1999) is now out of date and requires revision to make it more relevant to today's constitutional and legislative requirements.
- 1.2. Current membership of the Steering Group also needs to be reviewed. It is now largely comprised of elected Members, which is contrary to the original intention of having representation from both private and public sector organisations. It is in the best interests of the Steering Group to have a wider range of views to assist in the development of future car parking strategies for Great Yarmouth.
- 1.3. Constitutionally, the Steering Group is not a decision making body. It reports to:
  - (i) The Norfolk County Council Great Yarmouth Area Committee (itself non-decision making). Recommendations from officers are taken to the Area Committee and, if agreed, are progressed under Chief Officer delegated powers.
  - (ii) The Borough Council's Cabinet. Cabinet makes decisions unless considered to be a matter for full Council.

In both cases, officers act under appropriate delegated powers to implement decisions.



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- 1.4. The 'Great Yarmouth Car Parking Strategy Implementation Project Board' is an officer-lead working group, which makes recommendations to the Steering Group on the use of the annual on-street car parking 'pay & display' surplus. The Project Board comprises officers from Great Yarmouth Borough Council, Norfolk County Council, the Police and the Town Centre Manager. Others attend by invitation.
- 1.5. There is no reason to suggest that the above arrangements have not worked or should not continue to work in the future. It is proposed that officers from Great Yarmouth Borough Council and Norfolk County Council should continue to act within their delegated powers with the agreement of Great Yarmouth Area Committee.
- 1.6. Great Yarmouth Borough Council Cabinet agreed on 18 April 2006 the following composition for the Steering Group:-

|                                       |   |
|---------------------------------------|---|
| Great Yarmouth Borough Council        | 3 x Members (including the GYBC Cabinet Member for the Economic Portfolio)                      |
| Norfolk County Council                | 2 x Members (includes Chairman of the Great Yarmouth Area Committee or any successor Committee) |
| Norfolk Police Authority              | 1 x Member  |
| Chamber of Commerce                   | 1 x Member  |
| Town Centre Partnership rep           | 1 x Member  |
| Great Yarmouth Tourist Authority      | 1 x Member  |
| Great Yarmouth Residents' Association | 1 x Member  |

**Total 10 Members**

- 1.7. Great Yarmouth Borough Council has asked Norfolk County Council to appoint a second Member to the Steering Group.
- 1.8. It is proposed that the Steering Group work to an up-dated Terms of Reference. The original Terms of Reference is set out in Appendix A and the amended Terms of Reference is set out in Appendix B (changes have been highlighted in Appendix B).

## 2. **Administration, Quoracy and Attendance of Ward Members**

- 2.1. The relevant Chief Officers in the Borough Council will be responsible for implementation of the strategy and any subsequent strategy review(s).

- 2.2. The Borough Council will appoint the Chairman.
- 2.3. The Borough Council's lead Officer should continue to be the Head of Planning and Development in consultation with the Head of Property Services.
- 2.4. It is suggested that a meeting of the Strategy Group will be quorate when any 4 Members of the 10 possible are present – substitutes will be allowed.
- 2.5. Ward Members (County and District) will be invited to attend and participate in the discussions related to their Ward but are not eligible to vote.

### 3. **Resource Implications**

- 3.1. **Finance** : The Steering Group considers recommendations put forward by the Great Yarmouth Car Parking Strategy Implementation Project Board on how the annual on-street car parking 'pay & display' surplus fund is used. This amounts to approximately £250,000 per annum.
- 3.2. **Staff** : There are no staff implications. Representation by officers at future Steering Group meetings can be managed within existing staff resources.
- 3.3. **Property** : There are no implications.
- 3.4. **IT** : There will be implications in the future with respect to contributions from the 'on-street car parking 'pay & display' surplus fund to support CCTV operations in Great Yarmouth.

### 4. **Risk Implications**

- 4.1. There are no implications.

### 5. **Alternative Options**

- 5.1 Cabinet could decide not to approve the revised Constitution and Terms of Reference. However, these proposals appear to represent good partnership working practices with other authorities, outside bodies and organisations.

### 6. **Section 17 – Crime and Disorder Act**

- 6.1 There will be implications. The effects on Crime and Disorder will be a factor taken into account when investigating future strategies and recommending new projects and initiatives.

### 7. **Conclusion**

- 7.1 Great Yarmouth Borough Council have put forward a revised Constitution and Terms of Reference for the Great Yarmouth Car Parking Strategy Steering Group, which has been endorsed by the Steering Group, Great Yarmouth Area Committee and Great Yarmouth Borough Council Cabinet. This is to reflect the changing nature of the tasks from strategy preparation to implementation and monitoring. It is recommended that the revised Constitution and Terms of Reference be adopted and approved by Cabinet.

## Recommendation

- (1) That the revised Constitution and Terms of Reference for the Great Yarmouth Car Parking Strategy Steering Group, as set out in this report and subject to Members comments on membership, be approved.
- (2) That a second Norfolk County Council Member is appointed to the Steering Group.

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Background Document (s) :

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### **ORIGINAL TERMS OF REFERENCE**

- To produce a comprehensive strategy and a set of policies for the provision and management of parking designed to enhance the attractiveness of the town centre and holiday areas whilst contributing to the economic well being and environmental enhancement of the area through the encouragement of the use of the car only where alternatives cannot be made available.
- To review the Council's car parking/pricing strategy whilst still seeking to achieve the budgeted income.
- To review the role of the Borough Council's pay and display and free car parks.
- To review the role of off-street privately owned car parks.
- To review the role of on-street highway parking as part of the overall strategy.
- To review the role and economics of park and ride.
- To review and re-examine as appropriate the role of the Borough Council's car parking standards for new developments as set out in the Borough-Wide Local Plan in a locational context.
- To seek the views of the public.
- To investigate residents parking permit zones.
- To investigate on street policy 'pay and display' meters or other suitable alternatives.
- To investigate the applicability of other relevant initiatives.
- To investigate the role and relevance of different security measures in parking areas.
- To examine possible strategy items resulting from the comprehensive strategy review and recommend an implementation programme.

**SUGGESTED NEW TERMS OF REFERENCE**

- To produce **and review** a comprehensive strategy and a set of policies for the provision and management of parking designed to enhance the attractiveness of the town centre and holiday areas whilst contributing to the economic well being and environmental enhancement of the area through the encouragement of the use of the car only where alternatives cannot be made available.
- To periodically review the :
  - Borough Council's car parking/pricing strategy whilst still seeking to achieve the budgeted income.
  - role of the Borough Council's pay and display and free car parks
  - role of off-street privately owned car parks
  - role of on-street highway parking as part of the overall strategy
  - role and economics of park and ride
  - the Borough Council's car parking standards for new developments as set out in the Borough-Wide Local Plan **in the context of the new Local Development Framework.**
- To investigate, consult, appraise and, as appropriate, implement:-
  - residents parking permit zones
  - on street policy 'pay and display' meters (or other suitable alternatives)
  - other relevant **transport and transportation** initiatives (see Note 2)
  - the role and relevance of different security measures in parking areas
- To examine possible strategy items resulting from **periodic** comprehensive **or 'themed'** strategy review(s) and recommend an implementation programme.
- **Present, maintain and publish an Implementation Strategy.**

Note 1: Changes to the original Terms and Reference are shown **underlined in bold italics**

Note 2: In connection with the annual on-street car parking 'pay & display' surplus.