

# Cabinet

## Supplementary Agenda

Wednesday 9 December 2015 at 18:30

### **12    Great Yarmouth Transport Steering Group**

Cabinet is asked to consider the attached report from the County Council's Director of Community and Environmental Services with regard to the proposed new Constitution and Terms of Reference for the Great Yarmouth Transport Steering Group (formerly the Car Parking Strategy Steering Group).

**Great Yarmouth Transport Steering Group  
(formerly Car Parking Strategy Steering Group)  
New Constitution & Terms of Reference**

**By Director of Community and Environmental Services**

**1. Summary**

- 1.1. This report recommends that the former Great Yarmouth Car Parking Strategy Steering Group adopts a revised Terms of Reference to enable it to cover a wider range of transport and highways matters alongside its current remit of enabling input of local views and recommendations to Civil Parking Enforcement (CPE). This wider range of transport and highway matters includes providing local steer and direction to the new programme of improvements being delivered through the Local Growth Fund (eg rail station linkages to the town centre), ensuring complementarity with other initiatives, eg the town centre masterplan process.
- 1.2. Draft Terms of Reference are included in the appendix. In summary, the objectives of the group are to provide local steer, advice and direction to the formulation and delivery of transport plans and programmes in the borough. The group will comprise three elected members from each authority supported by officers. Representatives from other organisations can be invited as appropriate. The group will enable local consensus-building, but not be a decision-making body. Decisions will be made in the normal way through the respective councils' decision-making processes.

**2. Background**

- 2.1. A proposal to evolve the former "Great Yarmouth Car Parking Strategy Steering Group" into a "Great Yarmouth Transport Steering Group" has been put forward by Great Yarmouth Borough Council. This is generally supported as it is considered that the current Constitution and Terms of Reference of the car parking steering group (first agreed in 1999 and modified in 2006) needs updating. This will enable constructive input into wider transport matters, as well as providing improved connectivity to Civil Parking Enforcement (CPE) to reflect changes in parking operation since 2006.
- 2.2. The car parking steering group was set up to produce and review a comprehensive strategy and set of policies for the provision and management of parking, including consideration of residents' parking and on-street pay and display. At that time the police undertook enforcement, and the group had a role in determining the projects that any surpluses from on-street pay and display should be put towards. More recently, in November 2011, CPE was introduced in Norfolk (outside of Norwich). This was to provide appropriate levels of on-street parking enforcement following the withdrawal by the police from this function. The operations are overseen by a countywide Norfolk Parking Partnership Joint Committee and supported by a working group that includes officers from the participating authorities (ie Norfolk

Great Yarmouth Borough Council	3 x Members
Norfolk County Council	3 x Members
<b>Total</b>	<b>6 Members</b>

- 3.6. Other community representatives (eg Members; Office of Police Crime Commissioner; Chamber of Commerce; Town Centre Partnership; GY Tourist Authority; Residents Association; Great Yarmouth Area Board) can be invited to attend and provide views as required.
- 3.7. It is suggested that the Borough Council appoint the Chairman; that a meeting be quorate when any three of the six possible Members are present; and that substitutes be allowed. Other Members (County and District) would be invited to attend and participate in the discussions related to their division / ward.
- 3.8. The proposed Steering Group Terms of Reference are shown in the Appendix. The original is set out in Appendix A and the amended version is set out in Appendix B (changes have been highlighted in Appendix B).
4. **Implications – resources**
  - 4.1. **Finance:** The Steering Group will consider recommendations put forward by the Great Yarmouth Highways Implementation Project Board on how any future annual CPE surplus fund is used for transportation related projects within the Borough
  - 4.2. **Staff:** There are no staff implications. Representation by officers at future Steering Group meetings can be managed within existing staff resources.
  - 4.3. **Property:** There are no implications.
5. **Implications: legal**
  - 5.1. There are no implications.
6. **Implications: human rights**
  - 6.1. There are no implications.
7. **Implications: equality impact assessment**
  - 7.1. There are no implications.
8. **Implications – section 12 Crime and Disorder Act**
  - 8.1. The effects on Crime and Disorder will be a factor taken into account when investigating future strategies and recommending new projects and initiatives.
9. **Implications: communications**
  - 9.1. There are no implications.
10. **Implications: health and safety**
  - 10.1. There are no implications.
11. **Implications: other**
  - 11.1. The Committee could decide not to approve the revised Constitution and Terms of Reference. However, these proposals appear to represent good partnership working practices which will promote community involvement on parking and

## **PROPOSED TERMS OF REFERENCE**

### **Great Yarmouth Transport Steering Group**

#### **Objectives and Remit**

To provide local steer, advice and direction to the formulation and delivery of transport plans and programmes in the borough.

To ensure transport delivery meets wider objectives, and to coordinate transport programmes of work with other programmes and initiatives

To achieve its objectives the group's remit will cover, but not be limited to:

- wider transport and highway issues inclusive of transport policy development
- improvements being developed and funded through the Local Growth Fund
- The Third River Crossing, trunk road improvements and other major transportation projects
- On and Off-street parking including the
- Traffic management, signage, and minor capital works issues
- Public transport, walking and cycling.

The group will not be a decision-making body. Decisions will be made in the normal way through the respective councils' decision-making processes

#### **Membership**

- The group will comprise three elected members from each of
  - Norfolk County Council
  - Great Yarmouth Borough Council
- Substitutes will be allowed
- The chair of the group shall be appointed by Great Yarmouth Borough Council
- Representatives from other organisations can be invited as appropriate.
- The group will be supported by officers, principally comprising the Project Group made up of
  - A lead officer from the Borough Council being the Growth Group Manager in conjunction with other officers
  - A lead officer from Norfolk County Council being the Assistant Director Economic Development & Strategy in conjunction with other officers
- The relevant Chief Officers in the County Borough Council would be responsible for implementation.

#### **Frequency of Meetings**

The Steering Group will normally meet every six months.