

TERMS OF REFERENCE CAR PARKING WORKING GROUP



These terms of reference are determined by the Council's Standing Orders and TOR protocol.

Membership

Lead Councillor: Stephen Colson

A minimum of one member of the Council plus members from the community, aiming ideally for a maximum of 7 people in the working group.

Working Group Protocol

All Members appointed to a Working Group will be deemed to have accepted the Working Group Protocol and the terms of reference for the Working Group as approved by Council. The Parish Council's Code of Conduct applies to any Councillors who are members of this working group. Volunteers will also be requested to follow the Code and not to act individually but according to actions agreed within the working group. All GDPR regulations will be adhered to when dealing with the personal details of residents and others.

Delegated Powers

The working group has no delegated powers or powers of decision making. The purpose of the working group is to report to the Council on its areas of responsibility and tasks (see below) and make recommendations to the Council.

Areas of responsibility

The purpose of the working group is to find ways of increasing the use of the public car parks in Porlock to: encourage more shopping on the high street; ease congestion on the High Street; discourage parking on double yellow lines.

The working group will report its findings to the Council, also making any appropriate recommendations. The Council will then consider the group's findings for implementation.

Tasks

The main activities of the working group are (but not limited to) the following:

- Reviewing free parking spaces in the Doverhay and Central car parks;
- Considering ways to raise awareness and encourage use of the Porlock car parks;
- Outlining a communication campaign to achieve the above points.

Approved by the Council on:

Dated: 11th December 2024

Stephen Colson
Working Group Lead

Johnathan Jones
Clerk & Responsible Financial Officer