

Northleach Parking Strategy Steering Group

Terms of Reference



Objective

A Steering Group will be tasked with researching and developing a comprehensive parking strategy for the town which incorporates a restructuring of existing public parking spaces in the Market Place to create a new public space.

Membership

The Steering Group shall comprise no more than seven (7) members representing a cross section of the community, including at least two (2) Councillors.

The Steering Group shall, at its first meeting, appoint a Chair as its lead.

The quorum of the Group shall be three Members.

Meetings

The Steering Group will meet as often as required to further its work.

The Steering Group shall keep a record of meetings and circulate notes or minutes of its meetings to the Town Clerk and other Group members within one month.

Terms of Reference

- To use as a starting point the Policies NE1 Public Parking, NE4 Town Centre, and NE5 Tourism in the Northleach with Eastington Neighbourhood Plan 2018 - 2031.
- To invite the local highway authority and other key stakeholders to provide feedback on the issues and options.
- To prepare a parking strategy for the town, considering all aspects of parking provision in the wider context of all journeys into the town centre and for the provision of new public space.
- To identify funding opportunities for delivery of the parking strategy and public space.

Work Output

Recommendations to the Town Council shall be prepared in consultation with the Town Clerk, who will ensure they are included on the agenda for the next Council meeting.

Dissolving the Steering Group

At the conclusion of the project, the Town Council and Steering Group shall discuss the future working of the Steering Group. The Steering Group must notify the Town Council if it wishes to dissolve.

Adopted 19 October 2022

Notes on Steering Groups

Steering Groups and Working Parties help progress the work of the Town Council. Steering Groups are Advisory Committees which research and report on their specific piece of work, providing recommendations to the Town Council as necessary. Working Parties or “Task and Finish Groups” are created to deliver specific activities as approved by the parent body.

Membership of Steering Groups and Working Parties can be drawn from across the wider community, it is not limited to Councillors. Indeed, the Group may be composed entirely of non-councillors, unless specified otherwise in its terms of reference. It is expected that all members of a Steering Group will be local electors of the Parish.

All members of a Steering Group or Working Party, including any non-councillor members, are required to abide by the principles and practice of the Town Council Member Code of Conduct, including declaring any pecuniary or other interests at the appropriate time. A copy of the Code of Conduct will be provided.

Steering Groups and Working Parties have no authority to make decisions that bind the Council or incur expenditure on behalf of the Council. All orders for goods or services should be placed by the Town Clerk in compliance with Financial Regulations.

Groups should be mindful of how much they draw on the Council’s resources, including Officer time. There should be no expectation that Officers will prepare agendas, produce meeting notes or minutes, or have any other facilitating responsibility.

The Lead Member of a Steering Group or Working Party is responsible for:

- Convening meetings
- Producing agendas as required
- Ensuring that notes of the group’s activities are produced and circulated
- Reporting to the Parent Body
- Keeping the Town Clerk informed of the Group’s work