

Burwash Parish Council

Car Park Working Party

Minutes of the Car Park Working Party held on Thursday 14th October at 19.00.
The meeting was conducted at the Parish Rooms in Burwash.

Present: Cllr. R. Franklin (Chair), Cllr. K. Lloyd, Cllr. J. Kenny, Cllr. A. Stapylton-Smith, Cllr. R. Hewett, Graham Bird, Sylvie Franklin, Peter Pope, Steve Dixon and Greg Meares.

Apologies: Halina Keep.

The meeting opened at 19.04.

1. Introduction.

Cllr. Franklin welcomed all attendees to the inaugural meeting and noted that the agenda would form the items from the submitted draft terms of reference for the first meeting.

Cllr. Franklin gave background to the timeline for the devolvment of the car park.

2. Terms of Reference.

The following amendments were agreed to the draft terms of reference.

- i. Purpose: (should read) 'maintenance relevant to The Bear car park in Burwash Village.'
- ii. Scope: (should read) 'relining and redesign'
- iii. Scope should also include the following:
 - a. CCTV
 - b. Parish Consultation
 - c. Financing & insurance
 - d. Lighting
 - e. Ratio of bays
- iv. Consideration should also be given to future maintenance in areas such as gritting in bad weather, line erosion, etc
- v. Consideration should be given to public liability and changes to the current Traffic Regulation Order (TRO).

3. Relining & Redesign.

The following items were agreed as action points:

- i. Before the next meeting the Clerk would circulate the plan of the current car park.
- ii. The Clerk would again request contact details for a company who could assist with the redesign and relining of the car park.
- iii. There would be at least 4 disabled bays. 2 sited by the doctor's surgery and 2 as near to the shops as possible.
- iv. Further research should be done through the Clerks at surrounding parishes who have taken over car parks.

Burwash Parish Council

Car Park Working Party

The Clerk confirmed that Ticehurst had already been spoken to. The Clerk will contact Robertsbridge and Rye Harbour before the next meeting.

- v. The Clerk to contact Rother regarding the proposed movement of the recycle bins.
- vi. It was agreed that the ratio of spaces would remain 2/3rd short term to 1/3 long term.
- vii. It was agreed to look at chevron parking when considering relining.

4. Enforcement.

Attendees discussed the merits and concerns regarding enforcement. Agreement was made on the premise that bylaws need to be in place and displayed clearly. Sufficient laws to be in place to enforce if necessary.

It was agreed that bylaws need to cover the following:

- i. Length of stay – consideration regarding long/short stay bays being marked out.
- ii. Class of vehicle.
- iii. Standing charge.

5. Lease.

The Clerk to send all attendees a copy of the most recent lease. *Completed.*

Attendees noted that there would need to be sufficient lead in time between signing the lease and taking over the car park so that the agreed projects could be completed. Attendees agreed that the lease needs to be checked regarding arrangements for the shared access with The Bear and shared responsibilities agreed.

Attendees agreed to request Full Council confirm the intention to take over the car park.

Query regarding RDC taking 50% of charges any levied. Advice to be sought from the solicitor before lease agreed.

Action: Clerk to place resolution on Full Council agenda.

6. Information for noting or including on a future agenda.

- Clerk to circulate a proposed draft agenda along the headings of the terms of reference one week before the next meeting.

7. For RESOLUTION at Full Council Meeting.

- Request that Full Council confirm the intention to take over the car park.

8. Proposed date of next meeting:

Thursday 11th November 2021 @ 7.00pm, Burwash Parish Rooms.

The meeting closed at 20.29

Burwash Parish Council

Car Park Working Party

X

Cllr. Robert. Franklin

Chair Car Park Working Party

DRAFT