

Terms of Reference

Car Park Working Party

Agreed: 14th October 2021

Reviewed: October 2022

Burwash Parish Council Car Park Working Party

Terms of Reference

Purpose: To create a meeting open to residents and interested parties to discuss issues of management and maintenance relevant to the car parks in Burwash village.

Membership: The work group membership will comprise Councillors, interested residents and parties representing each of the 3 villages. The working party will be chaired by a member of the Parish Council.

Scope: The working party will address the issues surrounding the car parks in the village of Burwash and will cover the maintenance and proposed management, bylaws and rules for users. These will include:

- Relining
- Disabled bays and access positioning
- Number of bays available
- Movement & positioning of recycle bins
- Length of stay and time allocation
- Toilets (not the focus but a consideration)
- Enforcement
- General management
- Related issues identified by Full Council or residents
- Other issues the Council or working party may see fit to refer to the work group

Process: The work group will be convened and hosted by the Parish Council and chaired by a Councillor. Meetings will generally be held between 4 & six weekly, and more frequently where current issues, activity or deadlines necessitate this.

The work group will prioritise community involvement facilitating regular communication, engagement, consultation and feedback.

The findings of each meeting will be reported to the Parish Council by way of minutes and specific recommendations seeking council endorsement support and funding as necessary.

The working party will not have any delegated authority from The Parish Council and although projects and budget will be allocated to events within the groups responsibility, no spend can be actioned without minuted agreement from Full Council.

ENDS