

**DOWNHAM MARKET CAR PARK MANAGEMENT STRATEGY COMMITTEE**  
**MINUTES OF MEETING HELD TUESDAY 21<sup>st</sup> MAY 2019 AT 6:00 PM**

Present:	The Mayor/Chairman Councillor	Cllr R Hayes J Doyle C Pyatt D Sharman
	Deputy Town Clerk	Mr R A Davidson

Those in attendance at the meeting were notified of the emergency evacuation procedure from the Town Council Offices.

Members were reminded that they should have their mobile telephones turned off or switched onto silent mode.

**0015. To receive Members’ apologies for absence**

An apology was received from Cllr D Lawson (working). The apology was accepted. Cllr A Pickering did not attend the meeting.

**0016. To receive Members’ declarations of interest**

Recognising that Council had now decided on charging, there were no such specific declarations.

**0017. To approve the minutes of the Car Park Management Strategy Committee meeting of Monday 11<sup>th</sup> February 2019 (pages 6351 – 6352)**

**Proposed – Cllr Doyle                      Seconded – Cllr Sharman**

**‘That the minutes of the Car Park Management Strategy Committee meeting held on Monday 11<sup>th</sup> February 2019 (pages 6351 – 6352) be approved and signed as a true and accurate record.’**

**All in favour**

**Proposed – The Mayor Cllr Hayes    Seconded – Cllr Pyatt**

**Confidential Items to be discussed under:**  
***‘Standing Order 3D, that in view of the confidential nature of the business about to be transacted, business sensitivity, it is advisable in the public interest, that the press and public be temporarily excluded, and they are instructed to withdraw’***

**All in favour**

**0018. To receive Alpha Parking proposal**

Members received an update from the Deputy Clerk and the Mayor Cllr Hayes within confidentiality.

**0019. To discuss electric charging points collaboration**

Members received an update from the Deputy Clerk within confidentiality.

**0020. To agree future actions**

A discussion was had of progress to date and immediate actions identified to ensure appropriate timescales are maintained and achieved.

*The meeting came out of confidentiality.*

**Proposed – The Mayor Cllr Hayes**

**Seconded – Cllr Pyatt**

**‘That, subject to receiving clarification regarding procurement processes, the Alpha Parking Car Park Implementation Process Proposal be accepted and approved as per their estimated quotation of £8,925 + VAT’**

**All in favour**

**0021. To approve payment of bills**

A bill was presented for payment (Appendix 1)

**Proposed – The Mayor Cllr Hayes**

**Seconded – Cllr Pyatt**

**‘That the bill for the Car Park Management Strategy Committee be paid as per the attached schedule’**

**All in favour**

The Chairman thanked everyone for attending and closed the meeting at 6:41pm.

**Chairman**

**Dated**