

## DOWNHAM MARKET TOWN COUNCIL

### MINUTES OF THE CAR PARK MANAGEMENT COMMITTEE

**HELD 26<sup>TH</sup> JULY 2022 AT 6pm**

In the Town Council offices

	<p><b>Present</b>  Cllrs Pyatt, Lawson, Leach, Bet Moyses, Wiles  Non-committee members Cllrs Buxton, Sharman, Incorvaia, Moyses, Doyle</p> <p>Town Clerk, Graham Spark  Administrator, Tina Griffin</p> <p>1 member of the public</p>
<b>Number</b>	<b>Item</b>
<b>1</b>	<p><b>To elect a Committee Chair</b>  Cllr Lawson volunteered to Chair the committee due to his previous experience of the project.  <b>Proposed</b> Cllr Leach                      <b>Seconded</b> Cllr Wiles                      <b>All in favour</b>  ‘That Cllr Lawson be elected Chair of the Car Park Management Committee’</p>
<b>2</b>	<p><b>To elect a Committee Vice Chair</b>  Cllr Lawson nominated Cllr Pyatt.  <b>Proposed</b> Cllr Lawson                      <b>Seconded</b> Cllr Wiles                      <b>All in favour</b>  ‘That Cllr Pyatt be elected Vice Chair of the Car Park Management Committee’</p>
<b>3</b>	<p><b>To receive Members’ Apologies for Absence</b> – Cllr Jordan (accepted)  The Mayor expressed his disappointment that other committee members had not sent their apologies.</p>
<b>4</b>	<p><b>To receive Members’ Declarations of Interest</b> – none declared</p>
<b>5</b>	<p><b>To note the Committee Terms of Reference</b>  After a wide ranging discussion, during which the Chair described some of the background to the project, it was agreed that the Terms of Reference needed some updating, in light of changes to working patterns post-pandemic, and the possible impact of out of town shopping.</p> <p>The Chair reiterated that the aims of the project are to manage the car parks with minimal cost to the ratepayer, and to free up spaces. He added that tackling problem on-street parking is also a priority.</p>

	The Chair asked members to review the Terms of Reference in time for the next meeting and asked that agreement to the Terms of Reference be included on the agenda.
6	<p><b>To approve the minutes of the meeting held on 17th December 2019</b>  <b>Proposed</b> Cllr Pyatt                      <b>Seconded</b> Cllr Lawson                      <b>3 in favour, 2 against.</b>  ‘That the minutes of the meeting held on 17<sup>th</sup> December 2022 be approved’</p>
7	<p><b>To consider a request to join the committee from Cllr Moyses</b>  <b>Proposed</b> Cllr Lawson                      <b>Seconded</b> Cllr Wiles                      <b>4 in favour, 1 abstention</b>  ‘That Cllr Moyses be elected to sit on the Car Park Management Committee’</p>
8	<p><b>Public Participation – 15 minutes allowed</b>  Throughout the meeting non-committee members asked questions as minuted.</p>
9	<p><b>To review the Car Parking Charges project’s current status and agree next steps</b>  The Clerk reminded members that a decision was taken by Full Council in September 2018 that parking charges would be introduced. It is the role of this committee to implement a suitable scheme.</p> <p>The Chair confirmed that years of work had gone into the project so far and there are reports, fact and figures in existence, however it is not clear how current these are now.</p> <p>Cllr Pyatt added that the role of the committee is to show Full Council how we are going to manage the car parks without burdening the tax payer.</p> <p>Cllr Leach asked if the committee could look at just parking restrictions and avoid introducing charging? Cllr Doyle said even with this option someone would have to monitor how long people park, and that costs a lot of money.</p> <p>Cllr Sharman asked would DMTC be liable to fund any shortfall should charging be contracted to a third party? The Chair confirmed that would be case.</p> <p>Cllr Moyses commented that in Brandon they allow up to 3 hours free parking, metered by Breckland Council. He asked whether KLWNBC could manage this for us on the basis that they keep the proceeds from fines? The Chair responded that the Borough Council had been approached to submit figures for managing charging for DMTC but that we need to speak with them now to see if they are still interested.</p> <p>On completion of the discussion the following actions were agreed:</p> <ol style="list-style-type: none"> <li>1. Parking Orders – Clerk to speak with the Borough Council and Norfolk County Council to see if they have a standard set of parking orders that DMTC could adapt.  <b>Proposed</b> Cllr Lawson                      <b>Seconded</b> Cllr Payatt                      <b>All in favour</b></li> </ol>

	<p>2. To progress the on-street parking issues eg yellow lines, parking restrictions  <b>Proposed</b> Cllr Wiles                      <b>Seconded</b> Cllr Pyatt                      <b>All in favour</b></p> <p>3. Alpha Parking study – Clerk to ask if COVID has an impact on parking habits.  <b>Proposed</b> Cllr Pyatt                      <b>Seconded</b> Cllr Lawson                      <b>All in favour</b></p> <p>4. Borough Council proposal – Clerk to investigate current position  <b>Proposed</b> Cllr Lawson                      <b>Seconded</b> Cllr Pyatt                      <b>All in favour</b></p>
10	<p><b>To discuss and agree response to written communication from Morrisons</b>  Cllr Bet Moyses asked if Morrisons could monitor their own car park? Cllr Pyatt reminded members that the car park is owned by DMTC and therefore is our responsibility.</p> <p>The Clerk commented that the previous contract with Morrisons amounted to around £32,000 pa, but this was renegotiated in 2018/9 by the then RFO to a much reduced figure and signed on behalf of the Council by the previous Clerk. This was in consideration of car park charging being introduced. The break clause date has passed and the contract has several years left to run.</p> <p>The Clerk agreed to respond to Morrisons, advising them that the committee had reconvened and were working on Parking Orders, which is the first step in introducing parking controls.</p>
11	<p><b>Date of next meeting</b>  The date of the next meeting was agreed as Tuesday 30<sup>th</sup> August 2022 at 6pm</p>