

Car Park Orders Working Party – Terms of Reference

Date: 29 January 2026

Version: 2

Review Date: May 2026

1. Purpose

The purpose of the Car Park Orders Working Party is to consider the need for, and make recommendations on, the introduction of car park orders for Downham Market Town Council car parks, including usage, restrictions, enforcement, and signage, and to propose any recommendations to the Full Council.

2. Scope

The Working Party will:

- Consider whether car park orders are required and, if so, the scope and content of any proposed orders.
- Develop proposals relating to car park usage, restrictions, and signage, including:
 - Types of parking to be permitted (e.g., short stay, long stay, permit holders)
 - Times and days of operation for any proposed restrictions
 - Allocation and designation of parking bays (e.g., disabled bays, loading bays, permit bays)
 - Waiting restrictions and any no-parking or limited-parking areas
 - Review the width of parking bays and identify any areas where layout adjustments may be required to allow safe and practical vehicle access, including adequate space for opening doors
 - Management of areas where parking is currently informal or unrestricted
 - Arrangements for exemptions (e.g., blue badge holders, emergency vehicles, servicing access)
 - Interaction between parking controls and nearby land uses (residential, commercial, community facilities)
 - Clarity and enforceability of any proposed restrictions or orders
 - Requirements for signage directly associated with any proposed car park orders
- Consult with relevant enforcement bodies as appropriate.
- Consider operational, legal, and practical implications of introducing car park orders.
- Draft a set of recommended car park orders or proposals for submission to the Full Council.

Notes:

- The Working Party will not consider matters relating to routine maintenance, resurfacing, lighting, or repair of car parks, except where necessary to inform the drafting of car park orders.

- The Working Party will not investigate whether the Council should introduce paid parking; its remit is limited to creating car park orders.

3. Membership

The Working Party will consist of:

- **Chair / Lead:** Cllr C Pyatt
- **Members:**
 - Cllr Brewer
 - Cllr Pegg
 - Cllr Perkin
- Representatives of existing users or enforcement bodies may be invited to contribute to discussions where relevant.
- Optional advisors or external specialists may be invited as required.

Membership expectations:

- Members are expected to attend meetings regularly and actively contribute to discussions.
- Members should assist in liaising with relevant stakeholders to collect feedback where necessary.
- Absences should be communicated in advance to the Chair.

4. Roles and Responsibilities

Chair / Lead:

- Facilitate meetings and ensure discussions remain focused on objectives.
- Record decisions, actions, and recommendations, and present findings to the Full Council and Town Clerk.

Members:

- Provide input based on knowledge, experience, and expertise.
- Contribute to discussions and assist in documenting feedback from stakeholders.
- Engage with relevant stakeholders to ensure recommendations are practical and inclusive.

5. Meetings

- **Frequency:** Monthly / as required
- **Format:** In-person
- **Quorum:** Minimum of 3 members
- **Agenda:** Prepared by the Chair and circulated in advance
- **Notes / Records:** Maintained by the Chair or agreed member and circulated to all members and the Town Clerk

- **Meetings held:**
 - First meeting: 01 December 2025
 - Second meeting: 29 January 2026

6. Reporting

- The Working Party reports directly to the Full Council and provides findings to the Town Clerk.
- Reports may include findings, observations, and recommendations regarding the potential introduction of car park orders.

7. Confidentiality

- Members must respect the confidentiality of any sensitive or commercially sensitive information discussed.
- Confidential items will only be discussed where permitted and handled in accordance with council governance arrangements.

8. Duration

The Working Party will operate until its objectives have been completed or until otherwise determined by the Full Council.

9. Review of Terms of Reference

These Terms of Reference will be reviewed in May 2026.
Any amendments must be approved by Full Council.