

Proposed Terms of Reference for a Working Group to Review the Findings of the Cherry Garden Road Parking Survey

1. The Working Group should comprise no less than two members of the Parish Council and ideally at least one parishioner affected by the issues identified in the Survey findings who wishes to participate. The Group should comprise no more than five individuals.
2. The Working Group can call upon the administrative services of the Parish Clerk, if necessary.
3. The principal goals of the Working Group will be to:
 - a. Identify and document any opportunities for addressing the issues raised by parishioners in the Survey.
 - b. Establish and document the current position in terms of land ownership, permissions to use the green spaces, road usage (from traffic surveys etc.) and all other relevant associated information.
 - c. Establish and document the nature of any historical interactions between the Parish Council and other authorities/agencies in relation to parking and the use of the green spaces. This will include a review of planning permission applications which have included the proposed introductions of dropped kerbs, drives across green areas etc.
 - d. Identify the primary contacts at all authorities/agencies which may have interests in and/or responsibilities for parking and use of the green areas. The Working Group is authorised to initiate discussions with such contacts and to document the current policy positions of individual authorities/agencies. The authorities/agencies will include, but not necessarily be limited to, higher local authorities (ECC and CCC), emergency services, CHP. There may be multiple contacts in a given authority/agency; for example, both councillors and departmental representatives with a local authority. The Working Group is authorised to share the findings of the Survey with other authorities/agencies (it being, in any event, a public document following its issue with the January 2022 monthly meeting agenda).
 - e. Based on contacts with other authorities/agencies, document the scope for initiating improvements and changes which would address concerns expressed in the Survey. If potential improvements and changes are identified the Working Group will report back to the Parish Council for direction on next steps before any further engagement is initiated.
4. In any event the Working Group will report back to the Parish Council on its activities and progress on a quarterly basis, or more often if circumstances demand.
5. The Working Group will prepare proposed updates for residents on its activities and any progress. These updates could be effected directly (for example, an update leaflet at each address) or through the Parish News and/or social media. Such updates must be authorised beforehand by the Parish Council.
6. The Working Group will remain mindful at all times that it must not set or raise expectations with parishioners of the implementation of any future improvements or changes unless these have been fully documented and agreed with the authority/agency responsible and discussed beforehand by the Parish Council.

SWG/11-02-2022