BROMSGROVE DISTRICT COUNCIL

Overview and Scrutiny Board 17th November 2026

Car Parking Task Group

Relevant Portfolio Holder		Councillor Karen May
Portfolio Holder Consulted		No
Relevant Assistant Director		Assistant Director Regeneration & Property Services
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Wards Affected		N/A
Ward Councillor(s) consulted		N/A
Relevant Council Priority		Infrastructure
Non-Key Decision		
If you have any questions about this report, please contact the report author in advance of the meeting.		

1. RECOMMENDATIONS

The Overview and Scrutiny Board is asked to:-

a) **Agree the Membership of the Car Parking Task Group (as detailed at paragraph 3.4);**
b) **Appoint a Chairman of the Car Parking Task Group (who must be a member appointed at resolution a) above);**
c) **Agree the Terms of Reference (ToR) (as attached at Appendix 1); and**
d) **Approve the content of the Topic Proposal Form (as attached at Appendix 2)**

2. BACKGROUND

2.1 At the last meeting of the Overview and Scrutiny Board held on 15th September 2026, Members agreed that a Task Group should be established looking at Car Parking within the District. However, no Terms of Reference (ToR) were agreed and in line with standard practice, this needs to be resolved by the Board before the investigation can commence.

2.2 A draft topic proposal form was submitted by Councillor B. Kumar to Democratic Services on 20th September 2026.

2.3 A meeting was held with Councillor B. Kumar, Assistant Director Regeneration and Property Services and the lead Democratic Services Officer for the Board on 22nd October 2026 to discuss the topic proposal form and a final draft was developed.

2.4 The purpose of this report is to formalise and agree the ToR, to approve the Topic Proposal Form and to agree Membership including the Chairman of this Task Group.

3. OPERATIONAL ISSUES

Membership

3.1 It has been the existing practice within the Council that Task Groups are composed of 5 Members with a quorum of 3. Councillors are asked to consider if this is an appropriate number of Members for this Task Group. It is not a requirement for the membership to be politically balanced, although it would be good practice to have each political group represented.

3.2 Following an email sent to all Board Members, expressions of interest were received from Councillors A. Bailes, A.M. Dale, B. Kumar and S. Robinson on 19th October 2026, and subsequently from Councillor R. Lambert on 2nd November 2026, who indicated they would like to join the Car Parking Task Group.

3.3 Following the deadline for expressions of interest from Board Members which expired on 26th October 2026, with one vacancy remaining, an email was sent to the Overview and Scrutiny "pool" (excluding Cabinet Members) on 28th October 2026 requesting expressions of interest. Expressions of interest from the "pool" were received by email from Councillors E.M.S. Gray, M. Marshall and J. Elledge.

3.4 In light of the terms of reference which states 5 members should be selected, as a priority from the Board, the desired numbers have been met. Therefore, the Board is asked to consider whether to grant membership of the Task Group to Councillors A. Bailes, A.M. Dale, B. Kumar, R. Lambert and S. Robinson.

3.5 Members are asked to note that the Task Group will meet regularly throughout the review. Subject to the approval of the ToR, it is proposed that this review should be completed in six months.

Terms of Reference

3.6 The ToR are included at Appendix 1 and the Topic Proposal Form at Appendix 2 to be agreed by the Board.

4. FINANCIAL IMPLICATIONS

4.1 Depending on who is appointed as Chairman of the Task Group, they may be eligible to receive a Special Responsibility Allowance (SRA) of

£1,523.75 (Members are only eligible to receive one SRA at a time at the Council).

4.2 It should be noted that there will be resource implications in respect of officer time in attending and preparing for the Task Group meetings and there may be resource implications associated with any recommendation(s) made by the Task Group.

5. LEGAL IMPLICATIONS

5.1 There are no direct legal implications relating to this report, other than those in respect of the Overview and Scrutiny function as a whole.

6. OTHER - IMPLICATIONS

Local Government Reorganisation

6.1 There are no direct implications for Local Government Reorganisation.

Relevant Council Priority

6.2 The work of the Task Group would support the Council priority of infrastructure.

Climate Change Implications

6.3 Vehicles contribute carbon emissions and it is suggested that Members may wish to be mindful of these implications during the review.

Equalities and Diversity Implications

6.4 There are no direct customer/equalities and diversity implications in respect of this report.

Community Impact Implications

6.5 There are no specific implications for community safety, health or wellbeing.

7. RISK MANAGEMENT

7.1 No specific risks have been identified at this stage.

8. APPENDICES and BACKGROUND PAPERS

Appendix 1 - Terms of Reference
Appendix 2 - Topic Proposal Form