APPENDIX 1

OVERVIEW & SCRUTINY BOARD

Car Parking Task Group

Terms of Reference as at November 2026

Looking at Car Parking Provision within Bromsgrove District Council's Operations a Task Group has been set up by the Overview and Scrutiny Board to carry out detailed scrutiny/pre-scrutiny of the above topic.

1. The Task Group be made up of 5 Members with a quorum of 3. The Task Group will meet throughout the next six months at intervals to be decided by the Group.

2. Meetings will be restricted to 1.5 hours in order for the Group to remain focused (with the option to extend should it be deemed necessary).

3. The Task Group agreed that if Members missed more than 2 meetings then they would no longer be on the Task Group.

4. The Task Group will be a standing item on the agenda of the Overview and Scrutiny Board and either a verbal or written report will be provided at each of the Board's meetings.

5. The Task Group is able to make recommendations to the Overview & Scrutiny Board who will then put forward its recommendations for consideration by Cabinet or directly to Cabinet/Council.

6. The Task Group is expected to complete the investigation within six months and provide its findings and recommendations to the Overview and Scrutiny Board in a written report at that time.

7. Should the Task Group not complete its work within that timescale, then an interim report will be presented to the Overview and Scrutiny Board with a request for further time to complete the investigations.

Aims and Objectives of the Task Group

The Task Group will undertake a scrutiny investigation into Car Parking Provision within Bromsgrove District Council's Operations and will cover the following areas:

- Define the local parking issues and the appropriate study area.
- Map the current supply of on-street and off-street parking, including public and private provision, restrictions, conditions of use and responsible organisations.
- Assess current demand and use, including short-stay, long-stay, residential, workforce, visitor, shopping and leisure parking.

- Identify anticipated changes that could affect parking supply or demand, including future development, changes to third-party parking, highway proposals and local-centre improvements.
- Develop and test practical options with Members, residents, businesses and the organisations responsible for delivery, including Worcestershire County Council, West Mercia Police, parish councils, landowners and parking operators.
- Produce a local parking action plan for each area involved, setting out the evidence and preferred actions to inform delivery of the Car Parking Strategy action plan.