

## TERMS OF REFERENCE – TASK AND FINISH

**Title:** Register of Development Proposals (incorporating roads/pavements and parking in residential areas).

**Status:** Task and finish

**Terms of Reference:**

1. To consider and recommend on ways that Members can formally register matters of concern within the Wards they represent and;
2. To devise a procedure whereby necessary or serious matters of concern can be raised for inclusion within the Overview and Scrutiny Committee's future work programme.
3. To investigate and review the Council's existing policies for parking in residential areas and to recommend any changes in policy necessary to ensure equality of treatment across the district.
4. To investigate and review the process by which roads and pavements are identified for maintenance works, then logged and prioritised and to put forward recommendations, if necessary, for onward discussion with the Highway Authority.

**Source:**

Overview and Scrutiny Work Programme for 2005/06  
Item Numbers 5, 21 and 29

**Reporting Deadlines:**

Final report to be ready for Overview and Scrutiny Committee meeting on 8 December 2005

## **Work Programme 2005/6**

First Meeting – Tuesday 26<sup>th</sup> July 2005 (7.30 p.m.)

1. Agree Terms of Reference and scope work to be undertaken.
2. Interview Housing Officers and County Highways' Officers to establish existing policy and procedures in relation to parking in residential areas (i.e. not commercial centres, transport hubs etc) and start to understand matters in relation to Terms of Reference (4).
3. Agree the nature of questions to be put to all Members of the Council in order to identify their proposals in respect of the register, parking in residential areas or the repair of roads and footpaths.
4. Consider the need for and if agreed the arrangements for site visits within the district and elsewhere and in particular take into account:
  - Locations where permission for parking has been given;
  - Locations where permission for parking has been refused;
  - Locations where parking decisions have been appealed to the Housing Appeals Panel.

Second meeting – whole day site visits Monday 22<sup>nd</sup> or Tuesday 23<sup>rd</sup> August.

5. Site visits take place and Members of the Panel note views/issues they wish to follow up.

Third meeting – Tuesday 30 August (7.30 p.m.)

6. Formal meeting:
  - To debate and agree on matters which arise from the site visits (parking in residential areas);
  - To consider, assess and prioritise comments received from Members in response to the consultation (all matters);
  - To identify any issues on which further advice or guidance might be necessary (all matters).

Fourth meeting – date to be agreed:

7. Start to draw up Panel recommendations in relation to each of the Terms of Reference and agreed process for further consultation.

Fifth and possibly final meeting:

8. Continue to refine final report and recommendations of the Panel taking account of any issues, which arise from the second consultation.

Item	Priority	Report Deadline
<p><b>Chairman:</b></p> <p><b>Chairman:</b> Councillor Fergus Maclaine</p> <p><b>Vice-Chairman:</b> Councillor Kenneth Angold-Stephens</p>		