

1. PURPOSE

- a. The overall purpose of the Bibury Parking Working Group (BPWG) is to assist the Bibury Parish Council in its efforts to manage the parking aspects within the parish.
- b. The Bibury Parking Working Group will work independently of the Parish Council but will report to the Parish Council on a routine basis. The reporting to the Parish Council is to seek approvals for the recommendations made to and actions undertaken on behalf of the Parish Council.

2. AREAS OF RESPONSIBILITY

- a. The BPWG will develop a Plan of Action that will include agreed objectives on how best to manage the parking in the Parish. This Plan of Action is to be approved by the Parish Council.
- b. Flowing from any approved Plan of Action, the BPWG will undertake tasks delegated by the Parish Council, following BPWG recommendations, that are within these Terms of Reference.
- c. The Terms of Reference will allow the BPWG to maintain a watching brief of parking performance within the parish and to routinely report this to the Parish Council.

3. THE BIBURY PARKING WORKING GROUP OPERATIONS

- a. The Bibury Parking Working Group will consist of at least three members nominated by the Parish Council.
- b. The Bibury Parking Working Group will nominate the person to be appointed as chair of the Bibury Parking Working Group.
- c. The Bibury Parking Working Group will arrange for a minimum of four meeting dates each year. It is anticipated that the frequency of these meetings will be more than quarterly but will not be less than every three months. These meetings can be cancelled if no business is put forward for discussion. Other meetings may be arranged should the Parish Council consider it necessary.
- d. The quorum for the Bibury Parking Working Group meeting will be three members, one of whom will be the Chair and / or his or her deputy. Meeting participation can be in person or by teleconference.

- e. The BPWG may invite Parish Council members and further interested parties to its meetings as it sees fit.
- f. Decisions and recommendations to the Parish Council are ultimately the responsibility of the Bibury Parking Working Group. In reaching their decisions and recommendations the BPWG will, so far as is possible, take account of the views of any co-opted advisors.

4. PARISH COUNCIL REPORTING

- a. The Bibury Parking Working Group will report to the Parish Council on an ad hoc basis. Such reporting may include papers and / or minutes, where necessary, indicating the progress of the BPWG.
- b. Agendas and minutes of meetings will be circulated to all members of the BPWG as well as to the Clerk of the Parish Council. The Clerk will disseminate as required to the Parish Council. The chair of the Bibury Parking Working Group, or another member, will report to the Parish Council on its meetings if required to do so.

5. PERSONNEL

- a. The Bibury Parking Working Group can from time-to-time recommend changes in personnel. Such changes require the consent of the Parish Council. The inaugural members of the BPWG are:

Jason Holt	Chair
Mark Honeyball	Deputy Chair
Councillor David Fowles	Cotswold District Council – Coln Valley
Councillor Brian Skarda	Bibury Parish Council

Irena Litton BEM
Clerk | Bibury Parish Council

23 October 2023