

Terms of Reference

Place O&S Task & Finish Group – Parking at Schools.

Purpose:

- To work in collaboration with key partners to improve parking outside schools as part of improving safety.
- To agree a School Parking Policy which will set out how parking issues at schools will be addressed.

The outcome of the Task & Finish Group will be to create a School Parking Policy and present this to the Place Overview and Scrutiny Committee. The final policy will then be presented to Cabinet for their final approval.

Membership:

x elected members (x Conservatives, x Labour, x Independent)

x co-opted

Chair:

The Chair and Vice-Chair will be elected by the membership of the Task & Finish Group at its first meeting. The appointment will last until the work of the Task & Finish Group is complete.

Duration:

The Task & Finish Group will be established with the expectation to complete its tasks by 23 August 2024]. A report will be presented to the Place Overview and Scrutiny Committee in Autumn 2024.

Meeting Schedule:

The Task & Finish Group will meet as and when required, in line with the key dates proposed in the below table. The first meeting, date yet to be confirmed, will be to look at the overview of the group and come up with scope of themes to be discussed.

Activities:

The Task & Finish Group will undertake all but not exclusively the following activities:

- Members and Officers to ascertain local schools with the worst parking concerns and provide description of issues.
- Officers to analyse the specific causes and likely remedies and present their findings to the Task and Finish Group.
- Transportation or O&S Officers to undertake desktop work on the background to parking outside schools and what has been done previously in Thurrock, including what worked and did not work.
- Transport Officers draft a Policy document specifically on 'School Parking'. Content to include: how other local authorities have tackled similar issues; and the types of remedial measures available for local authorities outside of London.
- Transportation Officers to liaise where appropriate with neighbouring boroughs to review their parking enforcement issues outside schools and see how / if they differ to those in Thurrock.
- Transportation Officers to liaise with O&S Members on the content of the draft Policy document.
- The final paper to the Place Overview and Scrutiny Committee will outline options on how the problem with parking outside schools will be tackled.

These meetings and activities can be held during the day or evening.

Decision-Making:

The Task and Finish Group has no executive power, and all findings and recommendations will be referred directly to the Place Overview and Scrutiny Committee.

Timeline:

As outlined within the below table.

Date	Action	Response
January / February 2024	Initial scoping meeting to be held with O&S Officers, the Assistant Director for Highways and Transportation, and Highways colleagues.	A School Parking Policy to be produced, which will set out specifically how the parking issues at schools will be addressed.
Mid-June 2024	Officers to meet informally with Task and Finish Group Members to discuss local schools and the nature of problems experienced. Background comparative research is completed by officers.	
Late June 2024	Officers to present their findings from background research, and analysis on causes and potential	

	remedies for problem parking.	
July 2024	Officers to review methods of parking enforcement methods outside schools in neighbouring areas and present to Members.	
July 2024	Officers to draft a School Parking Policy and present to Members.	
Early August 2024	Task and Finish Group Members to agree final School Parking Policy.	

DRAFT