

**Meeting of the Car Park Committee
held at the Parish Council Offices, Station Road, Codsall,
on Monday 15th January 2018 at 10.00am**

MINUTES

One member of the public was present.

Present: Councillors B Holland (Chairman), Mrs M Barrow, Mrs V Chapman, Mrs K Ewart, T Jeavons

1. Apologies
None.
2. To receive any declarations of interest in items on the agenda.
None
3. To consider management and timeline of the Car Park on Oaken Drive Field
Councillor Holland advised the meeting that he was conscientious of the fact that the management of the car park is a complicated matter and wants all Councillors present to have their say on what they feel are the issues and considerations that the Council must take in to account in the management and running of the Car Park.

Councillor Holland then went onto say that the issues that he had thought about which he outlined to give Councillors ideas were:

- the opening/closing of the car park.
- opening and closing times in line with Planning conditions.
- maintenance costs
- what by-laws needed to be incorporated
- enforcement – what options.

Cllr Holland also advised Councillors that the materials to be used for the construction of the car park has low maintenance cost and advised Cllrs that in their pack were details of the construction material that would be used.

Councillors were then asked to spend 10 minutes to write down their thoughts and ideas on the paper provided; the papers were then collated as:

- Should the car park only benefit Codsall residents?
- Do we employ a person to open or close or use existing employees?
- Site security
- Emergency telephone number to be provided
- Need for disable parking bay and how many should we provide
- Prohibition of games/skateboarding

- Restrict parking to marked bays only
- Parking warden/staff

Councillor Holland read out the points and asked Cllrs if all points that they had raised had been listed, all councillors agreed that all their thoughts had been encapsulated.

Each point was then discussed in detail.

Resolved that the following recommendations be made to Main Council:

- Opening hours 6.30 -20.00
- The Clerk to compile a list of willing volunteers, however a fall-back position of employing a local person on minimum wage of £7.50 – (£7.83 from April 1st) for 1-hour day.
- Restrictive use or resident use – would leave open for the first three months carry out surveys and after three months review whether a permit system should be introduced.
- A legal retainer is taken out with SSDC in order to look into and draft appropriate by-laws – the meeting suggested to include: vehicles parked at owner's own risk; parking only in designated parking bays; no ball games or skateboarding; no fly tipping; any additional by-laws that the legal team feel would be appropriate;
- The Clerk to look in to the number of disabled parking bays that should be provided.
- Notification of emergency contact number - a dedicated mobile with number is used for this purpose
- The Clerk to investigate the most feasible option for enforcement such as linking in with the Co-op, own staff or use the local authorities Parking Enforcement Officers
- To appoint the architect of the car park to deal with the tendering process
- To update the Mitigation report for endangered species

The meeting agreed that the police when consulted during the planning process, were happy with the security of the site.

Permission had been sought from South Staffordshire Council for the council to be able to start construction of the car park.

[Meeting closed at 10.53am]

4. A.O.B.
None
5. Date of next meeting
TBC