

## Appendix E

Scoping Exercise

<b>Date</b>	22 July 2008
<b>Scrutiny Review</b>	Review of On-Street Car Parking and Use of the Parking Surplus
<b>Project Team</b>	Rasoul Shahilow, Sue Regan
<b>Project Leader</b>	Rasoul Shahilow
<b>Scrutiny Review Team Members</b>	Councillors Barlow, Cartwright, Matthew J Lock, Stevens.
<b>Officer(s) to Contact</b>	Katrina Silverson
<b>Review Terms of Reference</b>	<p>1. Review the impact of recent changes, including the economic impact, to on-street parking arrangements in the Old Town and Town Centre</p> <p>2. To explain the operation of the Parking Agreement with ESCC and how parking enforcement can be used to increase car parking space utilisation and promote public transport.</p> <p>3. To outline the process for allocating parking surplus funds for projects and identify how elected members can influence the use of on-street car parking surpluses</p> <p>4. To outline the process for setting car parking charges</p> <p>5. To outline the process for assessing requests for traffic calming measures</p>
<b>Community Strategy Target or Key HBC Investment Issue?</b>	Key investment issue and public transport targets from the quality bus partnership.
<b>Objectives</b>	<p>Input into the review of on-street car parking arrangements in the Old Town and Town Centre</p> <p>Draft a procedure to enable elected members to propose uses of the on-street car parking surplus for the benefit of residents, visitors and local business in the Borough to the County Council.</p>
<b>Indicators of Success</b> (how will we know if the project is achieving its purpose)	Input is made to the review of on-street car parking arrangements in the Old Town and Town Centre

		<p>Review team members are provided with a detailed understand of current enforcement practice, regulations and policies.</p> <p>A procedure is agreed that enables elected members to propose suggestions for the use of on-street car parking surpluses.</p>	
<b>Methods of Inquiry</b>		Interview the Corporate Director, Council Leader, County Council Lead Member and representatives from, Castle Ward Forum, High Street Traders, Old Town Residents Association and Town Centre Management.	
<b>Key Stakeholders</b>		East Sussex County Council, Hastings Borough Council	
<b>Documents</b>		Parking Agreement, details of the previous use of the parking surplus, any appropriate legislation.	
<b>Site Visits</b>		None required	
<b>Publicity Requirements</b>		Through reports from the Chair of the Review at public meetings of the quarterly Resources Overview and Scrutiny Committee	
<b>Resource Requirements</b> (Staffing and expenditure)		Parking Services and Democratic Services	
<b>Projected start date</b>	July 2008	<b>Reporting deadlines</b>	December 08 Resources Overview and Scrutiny Committee
<b>Meeting Frequency</b>	Monthly	<b>Projected completion date</b>	December 08 – March 09
<b>Evaluation date</b>		Reports by the Chair to quarterly Resources Overview and Scrutiny Committee Meetings	
<b>Evaluation tracking methods</b>		Six monthly progress reports on implementing to Resources Overview and Scrutiny Committee	