

Traffic Working Group

Terms of Reference

Adopted: 20th January 2021

Review due: January 2022



1. The Working Group will consist of at least 3 councillors determined by the Council. Membership is to be determined by the parent body at its Annual meeting or at a normal full Council meeting.
2. The working group may invite up to 2 members of the public to attend meetings in an advisory capacity on an ad-hoc usually temporary basis.
3. Parish Council members not elected as part of the working group may attend any meeting of the working group.
4. At its first meeting of the working group members shall appoint an elected member as Lead Member who should ensure the entire working group's members are kept informed and involved with progress and act as the primary reporting channel back to the Council.
5. In accordance with Standing Orders, members of the working group are not permitted to act on behalf of the Council and can only act in accordance with resolutions made by the Council.
6. In line with the task set by the Council, the purpose and remit of the working group is to:
 - a. Formulate proposals for highway improvements, including the Community Funded Initiative Scheme, with due regard to planning criteria and existing commitments, and submit them to the Parish Council for approval
 - b. Research potential sources of funding streams for traffic projects
 - c. Review the data from the Vehicle Activated Sign (VAS) placements throughout the Parish and provide data to the Council on a regular basis
 - d. On an annual basis, make recommendations to Council for placement of the VAS throughout the Parish
 - e. Identify other means for the monitoring of speed and volumes of traffic throughout the Parish and make recommendations to the Council
 - f. Liaise with the Speedwatch teams and the Oakhanger Residents Traffic Group as and when appropriate
 - g. Identify any individuals or groups or bodies that may be able to assist in the implementation of traffic alleviation measures in the Parish and submit the names of these to the Council for consideration and agreement of next steps
 - h. Review previous traffic studies/reports on a regular basis to ascertain if they can be brought forward for further consideration or implementation
7. The group does not have delegated powers to make decisions on behalf of the Council nor should exceed its purpose and remit (above) without the parent body's sanction to a change to this Terms of Reference.
8. The group reports to the Council.
9. The group shall provide timely reports to the parent body in the following manner:
 - a. Minutes of meetings shall be reported to full Council
 - b. Reports containing details of any activities of the group separate from meetings should be made to Council on a monthly basis
10. Meetings of the working group are not usually but may be public meetings