

Terms of Reference for Travel, Highways and Public Realm Working Group

The Community Council as the parent body has formed this Working Group to act on its behalf in carrying out specific detailed tasks on any matters that fall within its powers and areas of operation.

1. Membership

Members of the working group will be appointed by the Community Council and will consist of a minimum of 3 elected members of the council.

With the authority of the Full Council the working group can co-opt members of the public (Lay Members) who have specific knowledge / expertise on the subject to assist the Working Group.

The Term of Membership for a working group will be for a period to the Annual Meeting of the Full Council in 2021, and on an annual basis from this time forward.

The Annual Meeting of the Council can re-confirm the Working Group's membership and terms of reference or appoint other elected members to serve for the forthcoming civic year.

2. Leader

A leader will be appointed for the working group by the Community Council.

The leader will be the main point of contact for the Clerk to Council, Council members and members of the public, and must be an elected member of the Council unless otherwise agreed by the Full Council. The leader will arrange meetings of the working group, set agenda, chair the meeting and produce a report to full council for the next Parish Council meeting.

3. Powers

The Working Group may make decisions on behalf of the Community Council, strictly within its remit, and make representations to third parties, e.g. other public bodies.

The Working Group may be active in advocacy, scrutiny, engagement, project planning and delivery.

The Working Group will have a set budget that requires unanimous support from working group members to be spent, and purchases must be made in accordance with the Standing Orders of the Community Council.

4. Responsibilities and Areas of Operation

The Full Council has established the role of the working group and these terms of reference.

The Working Group will arrange its own meetings and schedule of work at its inaugural meeting.

The leader of the Working Group, if unable to attend a meeting of the Full Council, will nominate another member of the working party to attend and deliver the progress report.

The Working Group will be active in the following areas:

- Parking related matters
- Speed limits and road safety, including crossings.
- Infrastructure for Active Travel & Public Transport
- Street/public realm maintenance & cleaning – surfaces, signage, furniture, verges, etc.
- Christmas lighting
- Enhancement of the public realm, including signage, seating, shelters, information and decoration

The Working Group must work in accordance with the Community Council Charter and consider the needs of all residents.

5. Meetings of Working Groups

The quorum of the group shall be 2 members – lay members will not count towards the quorum.

The Working Group shall report at each meeting of the Community Council.

The Working Group will report formally to the Full Council at the Annual Meeting if required.

Frequency of Meetings as required.

The continuing need for a working group will be reviewed by the Full Council at the Annual Meeting from 2021.

6. Budget

The budget will be agreed up to the end of the financial year.

The budget until the end of the current financial year will be £_____

The budget for the next financial year will be confirmed each January

Additional funds may be sought from the Council or from grants that are available to Community Councils.

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