

Hunton Parish Council

Terms of Reference: Traffic and Road Safety Working Party

1. The Role of the Working Party

The Traffic and Road Safety Working Party has been established to identify areas of concern surrounding traffic movements and the safety of all road users throughout the village. The working party will consider potential actions that can be taken in an attempt to improve the identified problems, make recommendations to the parish council and carry out actions as required.

2. Membership and Controls

- 2.1 The working party will consist of a minimum of three councillors together with as many members of the public as is considered appropriate. Initially members of the public will be invited to join as agreed by the parish council. Further members of the public may be invited to join as agreed by the members of the working party.
- 2.2 The working party will need a minimum of three members in attendance in order to be deemed quorate, and in such circumstances at least two must be councillors and at least one must be a member of the public.
- 2.3 The working party will elect a chairman from among its members. In the absence of the chairman at a meeting, the working party will elect any member to act as chairman for that meeting.
- 2.4 Any members of the parish council may attend the meetings.
- 2.5 The working party may invite non-members to attend meetings.
- 2.6 The parish council shall review the continued need for the working party annually at the Annual Parish Council Meeting.

2.7 The working party will not have powers of spend, but may make recommendations for approval to spend at council meetings when required.

3. Meetings

3.1 Meetings will take place at an agreed location as and when necessary.

3.2 Meetings will not be recorded and will not be public.

3.3 A report from the working party will be available bi-monthly to the parish council. A copy of the meeting notes will, after approval, be published on the village website.

4. Responsibilities

4.1 To identify traffic and road safety concerns within the village, consider possible solutions and mitigation measures and make recommendations to the parish council. Areas of concern may include but are not limited to:

- Increasing and inappropriate traffic movements
- The speed of traffic
- Careless and dangerous driving
- Parking
- Road layouts and surface conditions

4.2 To carry out appropriate actions as agreed with the parish council.

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