

## **Chilbolton Parish Council**

### **Highway Safety Working Group – Terms of Reference**

#### **Purpose of the Working Group**

*The Working Group is an advisory group comprising council members and members of the public to research and advise the council on the most appropriate highway safety interventions, if any within Chilbolton Parish and locations immediately adjoining the parish.*

#### **Terms of Reference**

1. The working group will consist of two council members, determined by Chilbolton Parish Council (CPC). Membership is determined at the annual meeting of the council, or at a full council or committee meeting.
2. The working group may invite at least three and no more than five members of the public to join the efforts of the group and to attend meetings in an advisory capacity.
3. There will be no set requirements for membership of the Working Group, but will require a commitment from members to work positively towards finding possible solutions to highway safety issues which have been raised by the group members or members of the wider community.
4. At the first meeting of the working group, members shall:
  - a. Review these terms of reference
  - b. Appoint a council member as Lead Member who will ensure all members of the working group are kept informed and involved with progress, and act as the primary contact to CPC.
5. In line with the purpose set by CPC, the remit of the working group will include but is not limited to:
  - i. To investigate and progress highway and pedestrian safety measures at the Mayfly Bridge (A3057)
  - ii. To discuss and make recommendations for highway safety measures within the Parish, including the Village Gateways project and Speed Indicator Device project.
  - iii. To discuss and make recommendations on other highway safety issues or initiatives which may come forward from time to time.
6. The working group does not have any delegated powers to make decisions for or on behalf of CPC and must not exceed its purpose or remit without the council's permission. All members must adhere to the CPC Code of Conduct and Standing Orders.
7. The working group reports to CPC and should provide reports quarterly or as appropriate in order for CPC to make informed decisions.
8. Meetings of the working group are informal and therefore do not need to be held in public (unless CPC stipulates that they should) and may be held remotely.
9. Meetings of the working group do not need to be minuted, but minutes are considered best practice to allow for accurate reporting to CPC.
10. Once the purpose of the working party has been fulfilled, the group will be disbanded.

The working group is an informal advisory group and any decisions made by the group cannot bind CPC. The Parish Council will consider the advice provided by the working group but are under no obligation to accept the advice as a basis for any decisions made by full council/committee.