

GRETTON PARISH COUNCIL

Email: clerkggpc@btinternet.com

www.grettonparishcouncil.com



Highways Working Group Terms of Reference

The Parish Council as the parent body can form a Working Group to carry out specific detailed tasks on any matter that falls within its powers.

It will work on behalf of the Council with external agencies including, but not limited to, North Northamptonshire Highways and the Police, to work with the relevant authority to maintain and improve highways matters in the parish of Gretton.

1. Membership

Members of the working party will be appointed by the Parish Council and will consist of at least one member of the council but may also co-opt up 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 of one year or to the next Annual meeting of the Full Council or time limited for a period of 6 months. 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 party by the Parish Council. In this case it is Steven Gray. The leader will be the main point of contact for the Clerk to Council, Council members and members of the public, and must be a member of the Council unless otherwise agreed by the Full Council.

3. Powers

Working Groups cannot make decisions or spend any money on behalf of the Parish Council, and any recommendations made by working parties will be subject to approval by the Full Council.

4. Responsibilities and Areas of Operation

The Full Council will establish the role of the working group and its 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 Highways working group will discuss how best to gather information, communicate with parishioners and campaign for the best outcome for the parish regarding the highways in Gretton.

To consider and make recommendations to the Parish Council on:

- undertaking a mapping exercise to identify what the current highway related problems are and when, where and why they occur; and potential problems which could arise in the future, resulting from housing and other developments;
- identifying potential options to tackle these problems, given the Parish Councils limited financial resources and legal powers;
- compiling a priority list of improvement proposals based on traffic survey data and advice from North Northamptonshire Council (as the Highway Authority) and/or others; and ways to consult and engage residents and Community Groups.

- Gretton Neighbourhood Plan Community Actions:

- CA T1 Traffic Management

- The Parish Council will develop a coherent action plan to address traffic and parking issues that have been identified through the Plan including:

- a) Undertake an ongoing awareness exercise to make explicit the negative impact on residents of inconsiderate parking
 - b) Work to achieve improvement of car parking provision for the Parish for residents and visitors.
 - c) Introduce community speed reduction actions
 - d) Work with the school to resolve parking issues at drop off and pick up times

- CA T2 Traffic Calming

- The Parish Council to engage with the transport authority with a view to placing Traffic calming measures at entrances to the village and to create a safer village environment giving consideration to safer schemes, such as a 20-mph zone, particularly in the area of the school.

5. Meetings of Working Groups

Meetings of the working group will be held in a publicly advertised location which may be a private residence or a local hall.

The Clerk to the Council will be notified of any meeting with at least 4 working days' notice and will advertise the meeting with at least 3 working days notice.

The quorum of the group shall be one Parish Councillor member of the group plus two other members.

The working group shall report formally to each meeting of the Council with informal updates to Council members following each meeting.

The working group will report formally to the Full Council at its Annual Meeting if required. Frequency of Meetings as required.

The working group is expected to be time limited. The continuing need for a working group will be reviewed by the Full Council on an annual basis

Signed:
Chair

Adopted: 13th December 2021
To be reviewed: December 2022