



COLSTERWORTH AND DISTRICT PARISH COUNCIL (CADPC)

HIGHWAYS AND FOOTPATHS WORKING GROUP TERMS OF REFERENCE (TOR)

1. The aim of this Working Group is to advise the full Parish Council in aspects of highways related matters.
2. The role of the group is to consider issues relating to highways matters including, but not limited to, roads, footpaths, public transport and Highways Improvement Plans for CADPC and make recommendations to be ratified, if appropriate, by CADPC .
3. Provide CADPC with regular report on progress.

4. Membership.

Initial members of the Working Group will be appointed by the Parish Council and will consist of a minimum of 1 elected member of the Council unless otherwise specified. A register of such appointees will be held by the Council and publicised on the website.

5. The Working Group can co-opt members of the public who have specific knowledge and/or expertise on the subject to assist the Working Group.

6. The Term of Membership for a Working Group will be for a period of one year or to the next Annual Meeting of the Parish Council.

7. The Annual Meeting of the Parish 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.

8. Leader

A leader will be appointed for the Working Group by the Parish Council and must be an elected member of the Council unless otherwise agreed by the Full Council.

9. The leader will be the main point of contact for the Clerk to the Council, Council members, and members of the public.

10. Powers

The Working Group cannot make decisions on behalf of the Parish Council, and any recommendations made by the Working Group will be subject to approval by the Full Council or relevant Committee.

11. The Full Council or a Committee may form or disband the Working Group. Such a Working Group will carry out tasks as defined by the Full Council or Committee:

Responsibilities and Areas of Operation

- a) Roads
- b) Signage
- c) Street-lighting
- d) Drainage and Flooding
- e) Safety:-
 - Speeding
 - Driving in bad weather
 - (gritting)
 - Pedestrians (especially children)
 - Lorries
 - Traffic calming
 - Accidents

- Planning
- Can include:-
 - Road Traffic Group
 - Neighbourhood Watch

f. Formulate proposals for highway improvements, with due regard to planning criteria and existing commitments, and submit them to the Parish Council for approval.

g. Research potential sources of funding streams for traffic projects

h. When resources allow review the data from the Vehicle Activated Sign (VAS) placements throughout the Parish and provide data to the Council on a regular basis.

i. On an annual basis, make recommendations to Council for placement of the VAS throughout the Parish .

j. Identify other means for the monitoring of speed and volumes of traffic throughout the Parish and make recommendations to the Council.

k. Liaise with the Speedwatch teams as and when appropriate .

l. Review previous traffic studies/reports on a regular basis to ascertain if they can be brought forward for further consideration or implementation

12. Meetings of Working Groups

A Working Group does not meet in public, therefore Standing Orders are not applicable, although the Code of Conduct still applies to any Councillor who is a member of the Working Group. Formal agendas and minutes are not required.

13. The Clerk to the Council will be notified of any meeting with at least 3 working day's notice.

14. The quorum of the group shall be 1 elected members and 2 co-opted members.

15. The Working Group shall report formally to each meeting of the Full Council or relevant Committee with informal updates to Council members following each meeting.

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

17. The frequency of meetings will be as required.

18. The Working Group is expected to be time limited.

Document Control and Policy Review:

Adopted at Colsterworth and District Parish Council Meeting:	04/02/2025
Chairman:	Caroline Hainsworth
Responsible Officer/Clerk	Sue Grant
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