

## Road Safety Task & Finish Group

### Terms of Reference

#### 1. PURPOSE

The Group is a working group of the Parish Council, appointed to make recommendations to the Council on road safety matters (working closely with the Community Speedwatch Team) and develop and implement strategies that can assist the Council in deterring speeding in the village. The Group will work with outside agencies, such as Kent Highways and Kent Police in the aim to influence the relevant agencies on how they can assist in the Group's key objectives.

#### 2. REVIEW POINT

- (a) The Group will be dissolved on 31 March 2021, unless determined otherwise by the Council.
- (b) These Terms of Reference may be reviewed at any time by the Council to ensure they remain appropriate for the requirement of the Parish Council.

#### 3. SCOPE OF ACTIVITIES

- (a) To review, utilise and report data that is collected, including information from the Streetwise survey conducted in November 2018 and other data/information available from the Community Speedwatch Team.
- (b) To assist in attracting funding/investment in road safety measures to deter speeding and improve the safety of roads within the village.
- (c) To work with external agencies, including but not limited to, Kent Highways, Kent Police, Maidstone Borough Council and Community Speedwatch Team to influence the most appropriate authority to assist in implementing sustainable solutions and strategies that will improve the safety of roads.
- (d) To consider and make recommendations on behalf of the Council to agencies on speeding related issues; representations may be by way of written response or attendance at meetings or hearings.
- (e) To take up additional tasks assigned to it by the Council, as appropriate.

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## 4. MEMBERSHIP

- (a) The Group will consist of residents and Parish Councillors, appointed and ratified by the Council, including the Chairman and Vice-Chairman as ex-officio members. The Membership may be reviewed at any time by the Council.
- (b) The Group will include a minimum of one representative from the Community Speedwatch Team, which will be included in the Group's membership.
- (c) Members of the Group acting, claiming to act or giving the impression of acting as a representative of the Group, must adhere to the Council's policies and procedures, including the Council's Code of Conduct.

## 5. CHAIR OF THE COMMITTEE/GROUP

- (a) Group members, at the first meeting following their appointment, will agree amongst themselves who will be the Chair of the Group for the following year.

## 6. REPORTING

The Group will report to the Council on a regular basis, by providing notes of their meetings and where appropriate, the Group will provide reports, stating their recommendations and rationale, including sufficient detail to enable the Council to make an informed decision.

## 7. POWERS/AUTHORITY

- (a) The Group is established as a working group of the Parish Council in accordance with Standing Order 4.4. It may therefore inform, advise and make recommendations to the Council but it has no power of commitment except as set out in 7(b) below.
- (b) The exception to 7(a) is where the Council has delegated powers and/or authority for a specific purpose, or as otherwise allowed by the provisions of the Council's Standing Orders and Financial Regulations.

## VERSION CONTROL

	1.0	2.0	3	4	5
<b>Author</b>	Lain-Rose	Lain-Rose			
<b>Creation</b>	01 Mar. 2019				
<b>Finalised</b>	03 Mar. 2019	01 May. 2019			
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