

WITHYHAM PARISH COUNCIL (WPC)

ROAD SAFETY COMMITTEE (RSC)

TERMS OF REFERENCE

Responsibility: Road Safety Committee/Full Council
Review Cycle: Annually, or earlier in the event of legislative changes

Date of Adoption/Renewal	Date for review
May 2020	May 2021

The Road Safety Committee is a committee of Withyham Parish Council (the Council). Its role is to consider projects in the parish that will enhance road safety and to recommend priorities to the Council; although it acknowledges that it is not the Highway Authority which is East Sussex County Council herein after referred to as ESCC.

CONSTITUTION

The Road Safety Committee shall consist between four and 10 members a minimum of 3 being councillors. The Membership of the Committee is to be reviewed after one year by the Council.

The Chairman of the Council or in the absence of the Chairman, the Vice-Chairman of the Council, shall, by virtue of the office, be members of the Road Safety Committee. The committee may, at its discretion, invite individuals to its meeting where specific input is required.

CHAIRMAN

The Road Safety Committee shall elect from its number, a Chairman who is preferably a councillor, at the first Road Safety Committee meeting and annually thereafter. If the Committee fails to elect a Chairman, the Council has the right to co-opt a member of the Council to chair the meetings.

MEETINGS

- The Road Safety Committee shall meet as required, but not less than quarterly, except where agreed otherwise.
- Meetings will be supported by the Parish Clerk or Assistant Parish Clerk.
- The duties and agenda will be notified at least five days in advance – emergencies excepted.
- Members of the public are encouraged to attend, and each attendee will be allowed, if they so wish, at the beginning of the meeting to make a statement regarding relevant matters to the work of the Committee. The time allowed for this being 10 minutes in total.

- The Committee may, at its discretion, question members of the public during the meeting who have submitted a project and are in attendance.
- Minutes of each meeting are to be drawn up and distributed to all councillors and members of the RSC within seven working days and agreed and signed at the next meeting.
- Members of the public may be co-opted to the Committee by recommendation from the existing committee members to Council, where a vote will be held.

QUORUM

This must comprise 3 members, to include a councillor. In the event that the committee is not quorate for a meeting, the Clerk will request attendance from other councillors as required.

PURPOSE

1. To consider road safety projects put forward by Council.
2. To receive and consider completed road safety project application forms from groups or members of the public.
3. To liaise, through the Clerk, Assistant Clerk, Highways Coordinator and Community Warden with other Parish Councils, ESCC Highways (including through the SLR meetings), Wealden District Council, the Police and any service that is appropriate to achieving the desired outcome to the project agreed by the Council.
4. To receive reports and concerns from the Clerk, Assistant Clerk, Council, Highways Coordinator, Community Warden and members of the public to identify if Withyham Parish Council can have a role.
5. To record the Road Safety Committee's discussion, resolution and recommendations to Council and to make these Minutes available to the public.
6. To allocate any funds to specific projects that the Council may, in its discretion, allot to the Committee for its use for road safety. Such funds will amount to no more than £500 in any one calendar year.
7. To devise criteria for the allocation of funds, if any, allocated to the Committee by the Council.
8. The Chair of the Committee will provide a written report to the Annual Statutory Meeting on the Committee's activities over the previous year.
9. These Terms of Reference will be reviewed annually