



Broadbridge Heath Parish Council

Highways Working Party - Terms of Reference

These Terms of Reference were Adopted by Full Council – June 2023

Review: June 2024

1. General

The Highways Working Party is a working party of the Parish Council, appointed to act as requested and where appropriate make recommendations to the Council on Highways matters and work with outside agencies, such as West Sussex County Council Highways, Sussex Police and the Community Speedwatch Team.

2. Review

These Terms of Reference may be reviewed at any time by the Council to ensure they remain appropriate for the requirements of the Parish Council.

3. Scope of Activities

- a) The Working Party's prime function is to provide information to and where requested make recommendations on Highways related matters to the Full Council.
- b) Consider and where instructed propose action on matters that are of a general Highways nature.
- c) To review, utilise and report on traffic survey data generated and provided by WSCC Highways (or other recognised sources), along with information obtained from the Community Speedwatch Team, if available.
- d) Consider and formulate a response if appropriate on highways and road transportation consultations.
- e) To research and consider funding opportunities and initiatives for road safety and/or traffic flow measures within the village, including traffic calming.
- f) To work with outside agencies, including but not limited to, WSCC Highways, Horsham District Council, the Community Speedwatch Team and Sussex Police to assist in implementing sustainable solutions and strategies that will improve the safety of roads within the village
- g) To consider and make recommendations on behalf of the Council to agencies on highways related issues. Representation may be by way of written response or attendance at meetings.
- h) To take up additional highways related tasks assigned to it by the Council, as appropriate.
- i) No funding to be agreed or monies to be spent or committed without delegated authority or prior Full Council endorsement.

4. Membership

- a) The working party will comprise of a minimum of 4 members, consisting of residents and Parish Councillors, appointed and ratified by the Council, including the Chair and Vice-Chair as ex-officio members. The membership may be reviewed at any time by the Council.
- b) The Working Party must consist of at least 3 Councillors and include a minimum of one representative from the Community Speedwatch Team.
- c) Members of the Working Party acting as a representative of the Party must adhere to the Council's policies and procedures, including the Council's Code of Conduct.

5. Chair of the Working Party

- a) The working party Chair shall be a Councillor.
- b) Working Party members, at the first meeting following their appointment, will agree amongst themselves who will be the Chair for the Working Party for the following year.

6. Powers/Authority

The Working Party is established as a Working Party of the Parish Council in accordance with Standing Order 4d. It may inform, advise and make recommendations to the Council but has no delegated powers.

7. Meetings

- a. Working party meetings are not public meetings.
- b. All Members of Council are to be informed of any meetings of the Working Party and are able to attend and ask for any relevant Working Party documentation.
- c. Quorate: Minimum of 2 Councillors at each meeting.