

# **NORTON ST PHILIP PARISH COUNCIL**

## **TRAFFIC ACTION GROUP**

### **Terms of Reference (Final draft)**

#### **1 Background**

The Traffic Action Group (TAG) was originally established as an outcome of the Parish Plan which was produced between 2002 – 2005. At that time, when the village had around 280 homes, traffic and transport was identified by more people than any other as the main issue in the village. Although TAG has never had a formal remit or constitution it has helped address a number of problems in the Parish, notably via the introduction of weight limits and speed restrictions. However, nearly 20 years since its formation, with the number of homes in the village having increased by more than 40% together with an even greater increase in the car population the time has come to review the way TAG works if we are to make further progress on all the traffic and transport issues. And with the resignation of the current Chair of TAG it is a logical time to review how TAG should operate into the future.

#### **2 Aims and Objectives**

The Traffic Action Group will act as an advisory group to the Parish Council; its aims and objectives should be twofold – both day-to-day operational and also project related. On some occasions it may be necessary to liaise with other authorities.

##### **2.1 Operational**

All traffic management matters related to the quality of life and safety of residents and visitors in the Civil Parish of Norton St Philip such as speeding, HGV infringements, speed limits, bus services, parking, road signage and pedestrian safety.

##### **2.2 Project work**

This might include one-off research, liaison with other villages, bus services etc.

#### **3. Establishment**

TAG is constituted as an advisory group of the Parish Council. The work carried out by TAG is to be formally agreed with the Parish Council as part of its regular reporting mechanism.

## **4. Responsibilities**

TAG holds no delegated authority to make decisions on behalf of the Parish Council nor to commit the Parish Council to any expenditure. It may however be necessary to arrange consultation with the wider community in the Parish, District or County, the Police and County Councillor and for this to be managed and agreed by the Parish Council.

## **5. Day to Day Operations**

### **5.1 Number of Members**

There is no maximum for the number of group members but a minimum number of 5 is required to comprise a representative group at all times. Each meeting must have 4 members present in order to proceed.

### **5.2 Meetings**

A minimum of 4 meetings per annum to be held. A TAG Report is to be sent to the Parish Clerk for dissemination to the Parish Council as soon as practicable and will be an agenda item at the Parish Council.

### **5.3 Parish Council Representation**

At least one Parish Councillor will be a member of TAG and shall act as liaison between TAG and the Parish Council. This will normally be the Portfolio holder.

### **5.4 Structure**

The group shall appoint a members to act as Chair of the group; other roles to be determined by the Chair.