**Terms of Reference – Duddon Parish Council**

**Road Safety Working Group**

|  |  |
| --- | --- |
| **Item** | **Points of Note** |
| 1. **Purpose and Aims** | **The Road Safety Working Group will aim to create a traffic calming plan in order to address the ongoing speeding, reckless or inappropriate driving,** **and volume of traffic issues within our parish. The plan can then be approved by Duddon Parish Council and subsequently submitted to Highways.** |
| 1. **Role and Function** | **To do the factfinding and groundwork needed to create the plan. This will include using our Facebook page, website, Parish Pump, surveys etc in order to engage with the community.**  **The group will also be working towards getting the new movable SID in place and analysing the data from the existing SID in Church Street.** |
| 1. **Powers** | **Working groups cannot make decisions or do any financial transactions on behalf of the parish council. Financial transactions must be authorised at full parish council meetings.** |
| 1. **Structure** | **The working party should preferably include at least:**   * **One member of Duddon parish council** * **Members of the community.**   **The Chair to the group will be a Parish Councillor**  **New members may be appointed and can include other members of the public or representatives of other bodies as appropriate.**  **The group are not required to issue agendas and meeting notes although it will be considered good practice to do so.** |
| 1. **Respect** | **The Group and the Parish Council will always be respectful to others and treat people how they expect to be treated and expect the same respect in return.** |
| 1. **Parish Council Oversight** | **The working party will provide reports to Duddon parish council at the full Parish Council meetings being the 4th Thursday in every month with the exception of December.**  **The Terms of Reference ensures that the group stays linked to the Parish Council and ensures that traffic issues are handled by the Parish Council in order that they can fulfil their obligations for future Private Works agreements and permits that will be required by Highways.**  **The Terms of reference also remove any doubt about traffic calming being devolved to any other group or individual.**  **These Terms of Reference will be taken to Duddon parish council for endorsement and recorded in the minutes by the Parish Council.** |
| 1. **Review of Group** | **The Working Group purpose, aims, activities, and affiliation with the parish council will be subject to ongoing review by Duddon PC. At any time Duddon Parish Council may choose to disband the working party.** |