



Highways and Transportation Working Group

Terms of Reference (January 2023)

Purpose

The Highways and Transportation Working Group is to formulate and develop ideas, within and affecting the parish, leading to recommendations for action to the Parish Council.

Operations

The Working Group will consist of a minimum of two Parish Councillors and maximum of three residents, invited by the Parish Council.

The Lead Member will be a Parish Councillor and serve for a term of one year from the first meeting.

The Working Group will develop a list of Highways and Transportation issues, prioritise them, examining and researching the issues in detail, to evaluating options.

The Working Group will liaise through the Lead Member, on behalf of the Parish Council with external agencies including; but not limited to, Kent County Council, Maidstone Borough Council and the Police.

The Working Group will liaise with others in producing short written reports, as support of its proposed recommendations to the Parish Council.

Reporting

The Working Group will report to the Parish Council on a regular basis and when appropriate, provide written reports with recommendations supported by robust rationale, in sufficient detail to enable the Parish Council to make informed decisions.

Powers/Authority

The Working Group is established by the Parish Council to inform, advise and make recommendations only to the Parish Council.

The Working Group only has the authority that has been delegated by the full Parish Council.