

# Staplehurst Parish Council

## Road Safety Group

### Terms of Reference

#### 1. PURPOSE

The Group is a working group of the Parish Council, appointed to make recommendations to the Council on road safety matters (working closely with the Community Speedwatch Team) and develop and implement strategies that can assist the Council in deterring speeding in the village. The Group will work with outside agencies, such as Kent Highways and Kent Police in the aim to influence the relevant agencies on how they can assist in the Group's key objectives.

#### 2. REVIEW POINT

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

#### 3. SCOPE OF ACTIVITIES

- (a) To review, utilise and report data that is collected, including information from traffic surveys other data/information available from the Community Speedwatch Team and others
- (b) To assist in attracting funding/investment in road safety measures to deter speeding and improve the safety of roads within the village.
- (c) To work with external agencies, including but not limited to, Kent Highways, Kent Police, Maidstone Borough Council and Community Speedwatch Team to influence the most appropriate authority to assist in implementing sustainable solutions and strategies that will improve the safety of roads.
- (d) To consider and make recommendations on behalf of the Council to agencies on speeding related issues; representations may be by way of written response or attendance at meetings or hearings.
- (e) To raise awareness of pedestrian safety issues, including but not limited to footpath accessibility for all users, vehicle crossing points – both driveways and highways – hedging, shrubbery and trees that hamper safe progress as well as visibility during the day and night-time hours
- (f) To take up additional tasks assigned to it by the Council, as appropriate.

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## 4. MEMBERSHIP

- a) The Group will consist of residents and Parish Councillors, appointed and ratified by the Council, including the Chairman and Vice-Chairman as ex-officio members. The Membership may be reviewed at any time by the Council.
- b) The Group will include a minimum of one representative from the Community Speedwatch Team, which will be included in the Group's membership.
- c) Members of the Group acting, claiming to act or giving the impression of acting as a representative of the Group, must adhere to the Council's policies and procedures, including the Council's Code of Conduct.

## 5. CHAIR OF THE COMMITTEE/GROUP

- (a) Group members, at the first meeting following their appointment, will agree amongst themselves who will be the Chair of the Group for the following year.

## 6. REPORTING

The Group will report to the Council on a regular basis, by providing notes of their meetings and where appropriate, the Group will provide reports, stating their recommendations and rationale, including sufficient detail to enable the Council to make an informed decision.

## 7. PROGRAMME OF WORK

- (a) The Group is established as a working group of the Parish Council in accordance with Standing Order 4.4. It may therefore inform, advise and make recommendations to the Council but it has no power of commitment.
- (b) The Group will bring forward a programme of work and an estimated budget for approval by the Council. Once approved the Group will focus on delivery of the programme of work in accordance with the Council's Standing Orders and Financial Regulations.
- (c) From time to time an item may occur which is not in the approved programme of works. The group can consider the item and report back to Council for approval

These Terms of Reference supersedes all previous agreed Terms of Reference and was adopted by Staplehurst Parish Council on

**Date .....11<sup>h</sup> May 2026.....Minutes.....2472/8.7.....**