

# Alkham Parish Council.

Terms of Reference

## Highways Improvement Plan Working Group (HIPWG)

The Parish Council resolves to set up a Highways Improvement Plan Working Group to deal with Kent County Council Highways Authority procedures for suggesting, planning, and executing improvements to the benefit of residents and road users in Alkham Parish.

community and the work of the Parish Council.

- The Parish Council Protocol for the Formation, Operation and Closure of Working Groups will form part of the Terms of Reference for the group.
- All members of the Working Group will sign it to confirm acceptance. The lead councillor will forward these to the Clerk. These are retained and held.
- The HIPWG shall consist of no more than 6 members, with a maximum of 3 full council members, together with any individuals and / or representatives of community groups, as and when required, co-opted in an advisory capacity.
- The lead Councillor and council members will be elected at the Statutory Annual Parish Council Meeting.
- *Elected on 3<sup>rd</sup> July 2023 were Steve Edwards, Trevor Johns and Den Barnard.*
- To formulate a Highways Improvement Plan for the year 23/24 based on previous data, Highways recommendations, and the needs and requirements of local residents of Alkham parish.
- Review all assistive data provided by KCC Highways, and liaise with Speed watch groups.
- Liaise with the KCC Highways, Kent Police and other relevant authorities.
- Work with other local parishes to promote improvements on the Alkham Valley Road.
- All actions, suggestions, and proposals developed by the working group will be formally reported back to the full council at the next Parish Council meeting.
- All members of the HIPWG must pay due regard to Alkham Parish Council Code of conduct.
- The HIPWG does not meet in public and is free to arrange it's own meetings.
- The working group does not have delegated powers to make decisions on behalf of full council, nor should it exceed it's purpose and remit.
- The Working Group does not have a budget.