

Kesgrave Transport & Pedestrian Sub-Committee

TERMS OF REFERENCE

1. Background

1.1 Kesgrave Town Council has identified a need for a Sub-Committee to explore in more detail, prevailing Transport and Pedestrian issues in Kesgrave, in partnership with the Highways Department of Suffolk County Council and all community stakeholders. All transport and pedestrian matters will be examined by the Sub-Committee, with progress and recommendations from the Sub-Committee being reported to the Planning & Development Committee or the Town Council, where this will also “feed” into the Kesgrave Neighbourhood Plan and its Steering Group/Sub-Committee. The Quorum will be half of the membership of this Sub-Committee. An item relating to Transport and Pedestrian appears on each Agenda for the Planning and Development Committee which meet each fortnight.

2. Purpose

2.1 The purpose of the Transport and Pedestrian Sub-Committee is to:

- encompass all forms of transport including: walking, cycling, driving, bus services and the siting of bus stops.
- give the opportunity for interested and well-informed residents to join Town Councillors in examining how improvements could be made to existing or potential services or infrastructure in partnership with the Community Engineer of the County Council allocated to assist Kesgrave.
- to evaluate the transport and pedestrian options of everyone, including the needs of people who through age or physical disability, may not be able to access existing forms of private or public transport and work up proposals for alternatives.
- explore road safety and pedestrian issues which may encompass: the speed of motor vehicles, parking issues, current or proposed road crossing points, pavements and pedestrian footpaths, and cyclists and cycle paths, in conjunction with the Highways Department and Suffolk Police.

3. Membership

- 3.1 This Sub-Committee reports to the Planning and Development Committee or the full Town Council.
- 3.2 Additional members can be co-opted if required and members of the public will be welcomed and actively encouraged to be part of this Sub-Committee.
- 3.3 The Sub-Committee shall comprise of all Town Councillors, given that this Sub-Committee only meet twice per annum.
- 3.4 Where appropriate; Members of Suffolk Coastal District Council (SCDC), Suffolk Police, Suffolk County Council (SCC) Highways and other key stakeholders will be invited to attend Meetings in an advisory capacity.
- 3.5 The Chairman of this Sub-Committee will be agreed each Council year. This will be at the first Meeting of the Sub-Committee. As this Sub-Committee only meet twice per annum, it is suggested that the current Chairman of the Town Council chairs these two Sub-Committee Meetings for the ensuing year. (A Vice Chairman of the Sub-Committee can be agreed if considered appropriate).

4. Administrative Arrangements

- 4.1 A reminder will be sent out at least three days prior to the Meeting. Any member of the Sub-Committee can take Minutes, but it is recommended that this should be the Clerk or an Officer of the Town Council. (Best Practice).
- 4.2 NALC (National Association of Local Councils) recommend that the public are invited to attend Meetings unless confidential, and that the Meetings should not be held on licensed premises.

5. Frequency, Timing and Procedure of Meetings

- 5.1 This Sub-Committee shall meet at least twice per annum, with the Community Engineer from the County Council's Highways Department present together with the County Councillor for Kesgrave.
- 5.2 Any suggested Terms of Reference shall be reported to the Planning and Development Committee for approval at the next Annual Town Council Meeting.

LAST REVIEWED; 14th May 2018

NEXT REVIEW DATE; April/May 2019

