



# **GORING-ON-THAMES PARISH COUNCIL**

## **Station-Road Sub-Committee**

### **TERMS OF REFERENCE**

#### **1 Remit**

To complete the investigations and make recommendations and advise the Traffic Management, Parking & Pedestrian Safety Committee on Pedestrian Safety Improvements in Station Road.

#### **2 Frequency of Meetings**

To hold meetings, as required, to support the remit and scope of the Station Road Sub-Committee. If legislation is in place to lawfully allow it, these meetings may be virtual.

#### **3 Appointment of Members**

The Committee will be comprised of 4 members. Membership will be agreed by the Traffic Management, Parking & Pedestrian Safety Committee and shall include 3 council members plus a co-opted member.

A chairman shall be appointed at the first meeting of the Committee and shall remain in post until the first meeting after the next Annual Council Meeting.

##### **3.1 Quorum & Voting**

The quorum for the Sub-Committee is three, including a minimum of two representatives of the Council. All voting members have equal rights, with the Chairman having a casting vote in the case of a no majority vote.

#### **4 Delegated Authority**

The Station Road Sub-Committee has no delegated authority. Recommendations of the Sub-Committee are to be made to the Traffic Management, Parking & Pedestrian Safety Committee for approval.

#### **5 Scope**

- To investigate and progress the pedestrian Safety on Station Road project as directed by the Traffic Management, Parking & Pedestrian Safety Committee.
- Where required, to define the brief for and make recommendation to the Traffic Management, Parking & Pedestrian Safety Committee on commissioning a professional, expert report from a suitably qualified highways consultant
- To advise the Traffic Management, Parking & Pedestrian Safety Committee on the choice of consultant and the most appropriate procurement process
- To obtain advice and information on behalf of the Traffic Management, Parking & Pedestrian Safety Committee from the highway authority

- To obtain and evaluate evidence of the views of residents at large and of special interest groups, including but not limited to groups representing the immediate residents to any project, the elderly and disabled people and parents and carers of young children
- Having regard to the results of the 4 items above to recommend to the Traffic Management, Parking and Pedestrian Safety Committee the most appropriate course of action
- To consider and make recommendations on the timing and methods of funding of any works the sub-committee recommends, and Council ultimately approves, including pursuing any grant applications.

## **6 Dissolution of the Sub-Committee**

Unless the Traffic Management, Parking and Pedestrian Safety Committee decides otherwise Sub-Committees will be dissolved when its task is complete or on the dissolution of the current Council, whichever is sooner.

## **7 Review**

This Terms of Reference document was approved for use at the meeting of the Traffic Management, Parking and Pedestrian Safety Committee on 11<sup>th</sup> January 2022, it shall be reviewed periodically.

Signed:

Dated: 11<sup>th</sup> January 2022

S Lofthouse, Committee Chairman