

Highways, Transport and Environment Working Party Terms of Reference

(It is expected that this working party will be ongoing)

1. This working party shall be called the “Highways, Transport and Environment Working Party” and shall work in accordance with the Town Council’s ‘Standing Orders for Working Parties’.
2. The working party shall ordinarily meet not less than quarterly, at a time agreeable to the majority of its members.
3. The working party has been formed to assist and support the Town Council (and Clerk) and this will include undertaking various projects and tasks such as (list is not exhaustive):

Norfolk County Council Fairland/Market Place Feasibility Study (Fairland junction safety/parking/Market Place pedestrian crossing point)

(please note at the time of publishing the feasibility study there is no financial commitment from Norfolk County Council to undertake any of the detailed mitigations including the NCC recommended options, however NCC have advised that no funding stream has currently been identified for the implementation of any proposals, although Norfolk Council Officers are continuing to look for funding opportunities)

- Scrutinize the details and proposals contained within the Fairland/Market Place feasibility study and consider/identify the likely outcome/effect of those proposals if they were implemented, establishing if the Norfolk County Council recommended preferred option would produce the best outcome, establish an appropriate priority of recommendations.
- Liaise/meet with NCC (and other official organisations/individuals) to help to drive the possibility of work being undertaken
- Support the Town Council in assisting in the undertaking of any public consultation required as the project progresses.

Provision of off-road car parking and matters relating to Electric Vehicle Charging, and Other Highway (including pedestrian and Public Right of Way)/Transport Issues

- To liaise with the Town Council/Clerk to undertake work as directed by the Town Council.
- Identify/consider initiatives/projects/issues/solutions, report findings and recommendations to the Town Council **(the key considerations for prioritising this item are ‘safety need’ and accessibility)**.
- Maintain a (Date/Time/Type) record of (known) highway incidents and accidents (no personal data to be collected/recorded).

Environment

- Maintain a record of flooding incidents (no personal data to be collected/recorded).
- Monitor roadside ditches, and liaise with the Clerk and Norfolk County Council to achieve ditch clearing by landowners.
- Monitor roadside gullies and report blockages to Norfolk County Council.
- Assist the Town Council in other initiatives which **may** include attending meetings of the Mid Norfolk Flood Partnership (while in existence/or other such bodies) and setting up a Community Emergency Response Plan.

- With reference to Environment and Biodiversity: Identify/consider initiatives/projects/issues/solutions, report findings and recommendations to the Town Council

General

- Seek and apply for funding opportunities (liaising with the Town Clerk)
- Report back to and make recommendations to the Town Council – (note that working party recommendations must be put to the Town Council and will be considered for endorsement by the Council)

Correspondence (also applies to Social Media)

- Individual members of the working party **MUST NOT** use reference to their membership to the working party in their personal communications with outside bodies/organisations and individuals.
 - Personal projects/ideas/requests for information etc. **MUST NOT** be misconstrued as work being undertaken or considered by the working party or Town Council
 - Correspondence with outside bodies/organisations/individuals by members of the working party, regarding work of the working party may only be undertaken as agreed by the working party.
4. Individual members (of the working party) may be assigned “tasks” to help facilitate the work of the working party.
 5. This working party and membership to it, and Terms of Reference will be reviewed annually by the Town Council, however the Working Party may enlist non-Councillor volunteer members if a vacancy arises or there is a relevant temporary need for additional membership (this must be in accordance with Standing Orders for Working Parties). The working party may agree to remove a non Cllr member, if Terms of Reference/Standing Orders not adhered to, such issues relating to Cllr working party members will be referred to the Council.
 6. This working party will remain effective until the next scheduled Town/Parish Council elections unless dissolved by the Town Council prior to this date.

TO NOTE:

7. Financial matters (beyond the Clerk purchasing of sundry items) must be referred to the Town Council or the Finance Committee for consideration and agreement.
8. If the working party require a specific agenda item to be considered at a Town Council meeting, notice of that agenda item must be given to the Clerk with at least 5 working day’s notice (to enable inclusion on the agenda).
9. The working party will update/include (Cc) the Town Clerk in correspondence with external individuals/organisations.

DATA PROTECTION AND CONFIDENTIALITY

Data Protection and Confidentiality (where required) must be maintained at all times. Working Party Correspondence (internal and external) sent and received by any member of the Working Party must not be forwarded on or disclosed in any way outside of the Working Party/Town Council. Any discussion of the Working Party which occurs and is deemed confidential, must not be discussed outside of the working party (this includes on social media).