

Aylsham Town Council
Traffic Management Working Group
Terms of Reference

1. NAME

The name of the Working Party shall be Aylsham Town Council **Traffic Management** Working Party called the 'Working Party' in these terms of reference.

2. PURPOSE

The main purpose of the Working Group is to prepare a report on potential changes to the road layout of the town of Aylsham, on behalf of the Town Council, in line with the requirements of any Highway Acts in force.

In undertaking this role, the Working Group will:

- Identify, quantify and list the major traffic management problems (parking, congestion, speeding etc.) that affect Aylsham
- Identify and evaluate feasible options for improving the traffic management problems in the town
- Consult with residents and businesses in the town to gain an understanding of their issues and needs
- Liaise with the relevant bodies in Norfolk County Council and Broadland District Council and other stakeholders, to produce a traffic management plan for Aylsham which will contain a range of measures that will best address the traffic management issues experienced in the town
- Liaise with Sanders to ensure a retention of the current bus service
- Submit the Draft Traffic Management Plan to the Town Council and seek its approval for public consultation
- Organise a consultation event for residents to include a survey
- Deliver the Traffic Management Plan to the Town Council and seek its approval for its implementation.
- Seek appropriate funding to meet the costs of developing the plan.
- Manage the implementation and management of the Traffic Management Plan.

3. MEMBERSHIP

The Working Party will be open to any members of the Town Council and may include any interested members of the community.

All members of the Working Group must declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the Working Group. This may include membership of an organisation, ownership or interest in land or a business or indeed any other matter likely to be relevant to the work undertaken by the Working Group.

4. MEETINGS

4.1. Frequency and calling of meetings

The Working Group shall meet every month, or as may be required. Notice of Working Group meetings shall be given to its members, by email at least five working days in advance of the meeting date. Notices must include details of the matters to be discussed.

4.2. Quorum

No decisions shall be made at a meeting of the Working Party unless three Members are present,

4.3. Chairmanship

The chairman of the committee must be a Town Councillor. The group shall appoint a chairman from the members present.

4.4. Attendance and role of Advisors at meetings

Aylsham Town Council Officers will have an advisory role and will not have voting rights

The Working Party or Town Clerk may invite other people to address the Working Party on matters under discussion.

4.5. Notes

The Working Party meetings will be serviced by Aylsham Town Council. Notes shall be taken of all Working Party meetings by the appointed Officer and shall be presented to the next appropriate meeting of Aylsham Town Council for formal adoption.

5. FINANCIAL MATTERS

5.1 The Working Party will not have a budget.

5.2 Any financial recommendations made by the Working Party will be agreed by Aylsham Town Council through adoption of the Working Party Notes.

6. TIMESCALE

The Working Group should seek to complete the Traffic Management Plan by 31st December 2022 at the latest.

The Traffic Management Plan should contain a timetable for its implementation and suggestions for funding.

7. CHANGES TO THE TERMS OF REFERENCE

These Terms of Reference may be altered and additional clauses added by agreement of the Working Group and Town Council.

Adopted by Aylsham Town Council
February 2021