



Highways Working Group Terms of Reference

1. Introduction

The Highways Working Group is appointed by Ashurst Wood Village Council (the Council). The role of the Working Group is to advise the Council on matters relating to highways and road safety in the village.

The Council shall review the need for continuation of the Working Group and the Terms of Reference at the Annual Meeting of the Council.

The Working Group has no delegated powers and cannot commit to any expenditure without prior authority of the Council.

While West Sussex County Council has statutory authority for delivering road safety, the Village Council can put forward proposals, help to fund schemes and establish and communicate community views.

2. Membership

The Working Group shall consist of at least three Councillors. All Councillors may attend meetings.

The Council may approve the co-option of members of the public to the Working Group if it is considered that they have relevant interests, skills or knowledge.

3. Responsibilities

To consider and make recommendations to the Council on all matters relating to highways and road safety within the village, taking account of responses to the Council's Road Safety Survey and other relevant information including data from Speed indicator Devices. Areas to be considered will include but are not limited to:

- Traffic speed
- Traffic calming measures
- Parking
- Signage and road markings
- Junction safety
- Hedges and vegetation
- Safety of all road users, including motorists, pedestrians, cyclists and horse riders

- Applications for Community Highway Schemes and/or Traffic Regulation Orders (made to West Sussex County Council)

To liaise with other bodies where appropriate (normally through the Clerk) in order to obtain relevant information and advice for reporting to the Council.

4. Meetings

Meetings shall take place as agreed by members of the Working Group.

Meetings will not generally be held in public.

Meeting notes shall be prepared and reported to the next meeting of the Council together with any recommendations.

Approved 4th October 2022