

Terms of Reference for Road Safety Working Group

Establishment:

Working Group established by the parish council at its meeting on 29th August 2019 (Min 19.08.7.2.2) and terms of reference amended at its meeting on 11th January 2024

Purpose:

To research and consider viable options for:

- resolving access and congestion issues in the vicinity of Wickhambrook Primary Academy
- Reducing speeding within:
 - The established Settlement Boundary
 - Wickham Street; and
 - Through established Quiet Lanes
- Improving road safety across the parish impacted by:
 - Poor or inadequate signage
 - Flooding

Objectives:

- be able to reach and work more effectively with stakeholders; and
- allow sufficient time to develop and fully explore options which the Parish Council and other local authorities may be able to support and act upon
- recruit and support volunteers to undertake risk assessed activities which can inform the parish and its stakeholders

Constitution:

A number of Councillors to be appointed to the Working Group this, together with representatives from:

- Suffolk County Council
- West Suffolk Council (Localities and Communities)
- Wickhambrook Primary Academy:
 - Teachers
 - Parents
 - Governors
- Wickhambrook Memorial Social Centre
- Parishioners with an interest or skills set which might add to the work of the group

The group will have no budgetary or decision-making responsibilities or authorities.

The work should be completed and proposals forwarded to the Parish Council for consideration not later than September 2025¹, at which point the working group will cease, unless the Parish Council considers that there is further significant work or research which may contribute to any proposal which the Parish Council may consider.

Location and Frequency of meetings:

The group should be self-supporting, and may meet at venues, dates and times set by the group.

Requirements:

There is no requirement for a working group:

- to give public notice of the meeting(s)
- for the public to have a right to attend meetings;
- to publish minutes of the meeting
- for a meeting to be quorate.

A regular update should be forwarded to the Parish Council (or relevant established committee), and any proposed correspondence or publicity must be approved by the Parish Council.

¹ The parish council considered that there was further work to be done and for this reason the group continued to meet on an ad hoc basis.