

FORDINGBRIDGE TOWN COUNCIL

TRANSPORT COMMITTEE – Terms of Reference

The objective of the Committee is to endeavour to maintain & improve the quality of life of the people of Fordingbridge through co-operation with the Council's partners and other organisations with regard to road traffic related issues.

1. The Transport Committee is constituted as a Sub Committee of Fordingbridge Town Council (FTC). The Committee composition shall comprise of up to five Councillors and at least five or more co-opted members of the public. All will be voting members. Three members of the Committee shall constitute a quorum.
2. A maximum of two members only of any one organisation or society will be able sit on the Committee at the same time.
3. The Chairman to be elected annually by the Town Council
4. The Chairman of the Committee shall be a member of the Town Council.
5. Members of the Town Council and public who do not sit on the Transport Committee may attend meetings and speak only with the permission of the Chairman. They may not vote.
6. The Committee has no delegated executive powers to place orders for works and services. The Committee shall approach the Finance & Policy Committee for any budget which might be required. However, a budget may not automatically be granted.
7. The Councillors' Code of Conduct will apply to all members of the Committee and FTC's Standing Orders will apply to conduct of meetings (declaration of interests, debate, voting etc).
8. The Committee will be advisory and will not have any executive powers. It may make recommendations to the Council for consideration and approval. The Committee may appoint Working Group(s) for specified purpose(s) with the approval of the Town Council and convene Special Meetings in accordance with the Council's Standing Orders.
9. The Committee may consult and seek advice & information from external organisations and relevant experts. However, it must ensure that any such correspondence cannot be interpreted as a decision or an opinion of the Town Council.
10. All correspondence shall be conducted through the Town Clerk.
11. Notes or Minutes of all meetings are to be kept by the Town Clerk and forwarded by e-mail or mail to members of the Committee and other Town Council members.
12. The Committee will meet as the workload requires, with a minimum of 3 days clear notice given.
13. Any policy or financial decisions recommended by this committee will require to be approved by the Finance & Policy Committee at the next meeting following the recommendation. Any other decisions and recommendations will require to be approved by General Council at the next meeting following the recommendation.
14. The Committee will consider issues arising from:
 - The flow of traffic through Fordingbridge;
 - Public transport
 - Parking of motor & other vehicles in the Town
 - Pedestrians and road safety

15. The Committee will liaise with Hampshire County Council and New Forest District Council's Highways Departments, New Forest National Park Authority, Hampshire Constabulary and other relevant organisations to seek resolutions for identified problems and to suggest possible ways to improve public & road safety.

Reviewed 17.04.13