

Moretonhampstead Parish Council
DRAFT TERMS OF REFERENCE
HIGHWAYS AND PROJECTS WORKING GROUP

1. Purpose and Scope

The Highways Working Group is an advisory body reporting to Moretonhampstead Parish Council. Its role is to explore issues, develop ideas, and make recommendations to the full council on matters relating to:

- Highways and pedestrian safety across the parish
- Traffic management and active travel initiatives
- Non–open space parish assets, including any potential transfers of assets from other authorities
- Opportunities to enhance the physical environment, local cultural assets, and the parish’s appeal to residents and visitors – including researching and preparing bids for external funding
- Other matters that the council asks the group to investigate

2. Membership

The Working Group will consist of:

- The Chair of the Parish Council
- The Vice-Chair of the Parish Council
- Three parish councillors
- The Parish Clerk
- Any other parish councillor may attend meetings of the working group and participate in discussions.

The Working Group will elect its own Chair at its first meeting or following any vacancy.

The group may also co-opt members of the public, representatives from relevant authorities, or individuals from community organisations where additional expertise or perspectives are required.

3. Responsibilities

- The Working Group is **advisory only** and holds no delegated authority to make decisions on behalf of the Parish Council.
- All proposals, recommendations, and actions requiring approval must be presented to the full council.
- Decisions may only be taken by Working Group members where the Parish Council has **formally delegated** specific authority to them through a council resolution.

4. Meetings

The Working Group will meet as required, typically **around four times per year**, with additional meetings scheduled when necessary to progress specific projects or respond to emerging issues.

5. Reporting

The Highways Working Group reports directly to Moretonhampstead Parish Council.

Updates and recommendations will be submitted to the full council through written reports or verbal updates at council meetings.

Adopted: January 2026