



DITCHLING PARISH COUNCIL

Ditchling Village Hall 18 Lewes Road Ditchling East Sussex BN6 8TT
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Terms of Reference for the Ditchling Parish Council Traffic Committee

1. Authority

The Traffic Committee reports to the Parish Council. It has no decision-making powers but is delegated by the Council to consider traffic proposals and provide recommendations to the full Council.

Background

The issue of traffic speed and safety of cyclists, horse riders and pedestrians has been identified as an issue of concern to Ditchling residents and has been previously discussed via the Beacon Parish Traffic Group.

In 2021 a traffic consultant was appointed to provide a report with suggestions on how improvements could be made to address these issues, which included the parishes of Westmeston and Streat who are incorporated into the Beacon Parish Neighbourhood Plan. This work was funded through S106 funds provided to Ditchling Parish Council from ESCC Highways and LDC.

Frequency of Meetings

The committee shall meet a minimum of once a year.

The agenda and notice of the meeting will be notified at least 3 clear working days in advance in accordance with Standing Orders.

Record of Meetings

The Clerk or delegated officer shall minute the proceedings and resolutions of all meetings of the Committee including recording the names of those present and in attendance. The minutes shall be circulated to the full Council and noted at the next full Parish Council meeting.

The Traffic Committee allows members of the public to address the Traffic Committee about items on the agenda and members of the public may speak for 5 minutes in accordance with the Council's Standing Order. However, in accordance with the Council's Standing Orders, members of the public may be excluded from the meeting if confidential business is to be transacted. Items to be discussed at the meetings are limited to those that are included on the agenda for the meeting.

2. Membership

The committee is not limited to, but is subject to a minimum of three members of Ditchling Parish Council, as agreed and minuted in a Ditchling Parish Council meeting.

The Committee may also include representatives of Ditchling and the surrounding parishes; who have an interest in traffic matters as detailed below, including ESCC County Council and ESCC Highways.

- Westmeston Parish Council;
- Streat Parish Meeting;
- The Ditchling Society;
- East Sussex County Council;
- ESCC Highways;
- Any recognised Community Group

The Chairman and Vice-Chairman shall be appointed by Ditchling Parish Council.

Co-opted members may join the committee during the year, if authorised by the Council.

The quorum necessary for the transaction of business shall be three. If the Chairman is absent, the Committee will need to nominate an acting Chairman at the start of the meeting.

3. Review

The Terms of Reference will be reviewed annually at the Annual Meeting of Ditchling Parish Council.