



WITTERING PARISH COUNCIL

Terms of Reference: Policing and Traffic Subcommittee

1. Purpose & Objectives

1.1 The Policing and Traffic Subcommittee is appointed by and responsible to the Full Wittering Parish Council.

1.2 Its core objective is to act as a bridge between the parish council, local law enforcement, the highways authority, and residents to address community safety, crime prevention, traffic management, road safety, and transport concerns across the parish.

2. Scope of Responsibilities

The subcommittee oversees and advocates on matters including:

- Road Safety & Traffic Management: Speeding, traffic calming measures, heavy goods vehicle (HGV) restrictions, junction safety, and school zone hazards.
- Parking & Pedestrian Infrastructure: On-street parking, pavement parking enforcement, public car parks, footpaths, pedestrian crossings, and cycleways.
- Community Policing & Safety: Anti-social behaviour (ASB), rural crime, burglary prevention, public space safety, and CCTV oversight.
- Public Transport: Bus routes, shelters, timetables, and local community transport schemes.

3. Membership & Quorum

- Composition: The subcommittee shall consist of a minimum of 2 elected Members of the Parish Council, appointed annually at the Annual Meeting of the Parish Council.
- Ex-Officio Members: The Chair and Vice-Chair of the Parish Council shall be ex-officio members with voting rights (if so, resolved by Council).
- Non-Voting Partners & Stakeholders: To foster collaborative working, regular invitations to attend meetings in an advisory/partner capacity will be extended to:

- Representatives from the local Neighbourhood Policing Team (NPT) / PCSO.
- The local Highways Authority Liaison Officer (County or Unitary Council).
- Coordinators of local volunteer initiatives (e.g., Community Speedwatch, Neighbourhood Watch).
- Quorum: The quorum required to conduct business shall be 2 voting council members.

4. Key Responsibilities & Functions

A. Traffic & Highways Advocacy

- Review local traffic data (e.g., Speed Indicator Device [SID] data, accident reports) and identify priority areas for intervention.
- Liaise with the principal Highways Authority on road maintenance, speed limit reviews, signage, road markings, and traffic regulation orders (TROs).
- Coordinate local community initiatives, such as operating Parish Council Speed Indicator Devices (SIDs) or supporting volunteer Community Speedwatch (CSW) groups.
- Identify options and secure funding (e.g., via highways match-funding schemes) for traffic-calming installations.

B. Policing & Community Safety

- Maintain regular liaison with the local Neighbourhood Policing Team to share community concerns, review crime statistics, and set local ward priorities.
- Promote crime prevention campaigns, Neighbourhood Watch schemes, and community safety initiatives across the parish.
- Address persistent Anti-Social Behaviour (ASB) hot spots in partnership with local police, housing associations, and youth service providers.
- Monitor the operational effectiveness and legal compliance of council-funded community safety assets (e.g., public CCTV or security lighting).

C. Community Consultation & Transport

- Collate resident feedback, complaints, and petitions regarding traffic hazards, speeding, parking congestion, and local transport issues.
- Engage with local public transport operators to advocate for accessible and reliable bus services.

- Input into local planning applications where developments significantly impact local traffic, parking, or road safety.

5. Delegation of Powers

5.1 Advisory Status: The subcommittee acts primarily as an advisory and consultative body. Final approval for formal representations to principal authorities, major expenditure, or adoption of traffic schemes remains reserved for the Full Parish Council.

5.2 Delegated Authority: The subcommittee may be granted delegated authority by Full Council to manage specific operational budgets (e.g., maintenance of Speed Indicator Devices or minor highway improvement funds) up to £500 net of VAT.

6. Meetings & Governance

- Frequency: The subcommittee shall meet at least quarterly, or as urgently required to address pressing public safety or highways consultations.
- Public Access: Meetings will be held in accordance with the Public Bodies (Admission to Meetings) Act 1960. Agendas and minutes will be published publicly.
- Agendas & Minutes: Agendas must be published at least 3 clear days before a meeting. Minutes will be recorded by the Clerk (or an appointed committee member) and submitted to the next Full Parish Council meeting for formal receipt.
- Standing Orders: The subcommittee is bound by the Parish Council's adopted Standing Orders and Code of Conduct.

7. Review

These Terms of Reference shall be reviewed annually by the subcommittee and submitted to the Full Council for re-approval at the Annual Council Meeting in May 2007.