



Haslemere Town Council
Terms of reference
Transport Working Party (TWP)
 (draft)

1. Purpose of the group:

In January 2020 Haslemere Town Council adopted its Strategy document for the Council term and beyond.

In terms of transport, the Strategy document states that:

“Parking and transport are important issue for local businesses, commuters, visitors and residents. While Haslemere Town Council does not have any direct say in the parking arrangements or traffic planning in the town, we will actively work to improve them, and to ensure that any changes are in the interests of residents...we will encourage the provision of alternative transport, including cycle paths and cycle provision, improved facilities for walking and for the use of public transport. The council will prioritise work to improve amenities in these areas”.

Two actions were identified, to:

- produce proposal as to improving transport more generally, both incremental, e.g. cycle racks station, and fundamental, e.g. traffic calming.
- set up parking/transport working party to consider wider issues.

The TWP is therefore constituted to produce a proposal for Full Council on or before March 2021 regarding transport future for Haslemere.

At all times the TWP should remain mindful of the fact that:

- It has no budget to take forward any work towards its proposal.
- It has no jurisdiction over the highway, and therefore will need to consult with other tiers of government on this proposal.
- Haslemere Vision has been working on a transport vision for some time, HTC must make every effort not to duplicate work which has already been done elsewhere. Haslemere Vision may need to be consulted on this proposal.
- Parking except where it specifically impacts the transport proposal as the Council already has a parking WP.

2. Membership

The Working party consists of Town Cllrs Barton, Matthes, Robini, Round, Weldon. It may from time to time invite other people to attend and participate at meetings should it consider their expertise on a particular subject would be helpful.

3. Meetings

At its first meeting the TWP will elect a chairman who will chair any subsequent meeting that s/he attends. In the absence of the Chairman the TWP will elect a Chairman to preside at that meeting.

Meetings will be held as frequently as necessary for the TWP to complete its work.

The Clerk to the TWP will attempt to set a date when all members can attend, if this is not possible the meeting will be held on the date that the majority can attend.

4. Sharing of information

Minutes of meetings will be in the public domain and may be shared with any person who has an interest.

There may be times when papers circulated are confidential or copyrighted. These papers will be marked as such and may not be shared outside the TWP membership.

If required, the Clerk will create a shared GDrive folder for the TWP which members will all have access to.

Any questions regarding the sharing of information discussed or held by TWP should be directed to the Clerk.

5. Budget

At the creation of the TWP there was no budget assigned to the group. Unless this changes the TWP is not authorised to incur any expenditure on behalf of the Town Council or other organisation.

The TWP may consider creating a costed proposal to go to HTC's budget round should funding be required.

1. Revision of ToR

The ToR will be reviewed periodically to ensure that it remains fit for purpose.

****Ends****