



Somerset
Council

Model Terms Of Reference LCN Highways Working Group

The key components of all LCN Highways Working groups are as follows.

- The working group will be made up of up to 6 parish representatives and Highways officers from Somerset Council.
- Parish representatives will be responsible for representing a specified geographical area within their LCN which includes but is not exclusive to their own parish.
- A balance between City and Towns and other parishes
- The group will meet, face to face, once per quarter, during office hours.
- The meeting to be no longer than 3 Hours and will ideally take place in the morning.
- Each meeting to be hosted by a Parish/Town Council, who will provide appropriate meeting space.
- The meeting venue must have good Wi-Fi and accessible access and parking.
- The parishes will identify a designated person to take notes per meeting.