

## **LOCAL COMMUNITIES NETWORK**

### **MINEHEAD & WATCHET AREA HIGHWAYS WORKING GROUP**

#### **TERMS OF REFERENCE**

##### **Purpose:**

The Highways Working Group is a sub-group of the Minehead & Watchet Local Communities Network that specifically deals with the detail of Highway and Traffic issues.

##### **Responsibilities:**

- To apply local knowledge to Somerset Council's programme of scheduled works in order to influence works according to local priorities and method of working including diversions and road closures
- To make recommendations to the Minehead & Watchet LCN on Highways and Traffic matters
- To review and comment on submitted applications for Community Highway Schemes and make recommendations to the Minehead & Watchet LCN.

##### **Scope:**

The Highways Working Group is an advisory body. It does not exercise delegated decision-making powers but will work through and make recommendations to the Minehead & Watchet LCN.

The Highways Working Group only discusses Highway and Traffic matters pertaining to the geography covered by their area.

##### **Membership:**

Appointment of members to the Highways Working Group will normally be agreed at a full meeting of the Minehead & Watchet LCN. Membership may be varied with the agreement of the Chair and subject to approval at the next meeting of the Minehead & Watchet LCN.

##### **Media relations:**

Members of the Highways Working Group must not issue press statements on behalf of the group, or any other organisations represented. Any press statements about the work of the Group should be agreed between the Chair of Group and the Chair of the Minehead & Watchet LCN.

##### **Timescales / frequency of meetings:**

The Highways Working Group will meet face to face during office hours, times to be scheduled between the Minehead & Watchet LCN dates.

**Membership:**

Cllr Andy Sully	Somerset Council
Cllr Rosemary Woods	Somerset Council
Cllr Mandy Chilcott	Somerset Council
Cllr Brenda Maitland Walker	Carhampton Parish Council
Cllr Tony Brooks	Crowcombe Parish Council
Cllr Craig Palmer	Minehead Town Council
Cllr Marilyn Crothers	Nettlecombe Parish Council
Cllr Ian Duncan	Old Cleeve Parish Council
Cllr Loretta Whetlor	Watchet Town Council
Cllr Mark Philipson	West Quantoxhead Parish Council
Cllr Peter Payne	Williton Parish Council
Kevin Francis	Williton Business Chamber
Jon Richards	WACET (Watchet Business Chamber)

**Officer Support:**

Meetings will be attended by relevant officers from Somerset Council, including (as necessary):-

- A Traffic Engineer
- A Programme Engineer
- Area Highways Manager
- Street Works Co-ordinator

Meeting support is provided by the Minehead & Watchet LCN Link Officer. The Link Officer will also provide support outside support where necessary

**Governance**

- Meeting invitations and agendas will be sent out 7 days in advance of the subgroup meeting
- Draft minutes will be made available at least 7 days after the meeting has taken place and will be published online as part of the Minehead & Watchet LCN agenda pack and circulated to all relevant members.