

## ANNEX 1

### LOCAL COMMITTEE (WAVERLEY)

#### LOCAL TRANSPORT PLAN AND LOCAL TASK GROUPS: TERMS OF REFERENCE

##### General

1. The Local Committee will annually (at the first formal meeting after the beginning of the municipal year):
  - review the operation of any Task Groups which have been in place over the previous year
  - agree which Task Groups to establish for the current year
  - determine the membership of each Task Group
2. Task Groups exist to advise the Local Committee and will:
  - unless otherwise agreed, meet in private
  - unless otherwise agreed, treat as confidential any documentation made available for discussion
  - develop an annual work programme
  - formally record actions
3. Members of Task Groups will be given an opportunity at each meeting to declare relevant pecuniary interests.
4. Recommendations to the Local Committee will be supported by a summary of the reasoning behind a Task Group's position and reflect any professional advice of officers.

##### Local Task Groups

5. Four local Task Groups are established to consider as required the local perspective on specific service matters and to report to the Local Committee:
  - Farnham
  - Godalming, Milford and Witley
  - Haslemere and Western Villages
  - Cranleigh and Eastern Villages
6. Each group will contain the following appointees:
  - the relevant County Councillors
  - an equal number of Borough Councillors from the area (to be appointed by Waverley Borough Council)
  - Town and Parish Council representatives to be invited as agreed annually by the Local Committee
  - Representatives from other relevant organisations to be invited as required for discussions on specific topics

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Members of Parish and Town Councils and Borough Councillors appointed by Waverley Borough Council to these Task Groups are subject to the Code of Conduct of their own authority.

7. Each Task Group will, when required:
  - (i) Assess local highways needs and report its prioritised schemes to the LTP Task Group for further prioritisation on a borough-wide basis.
  - (ii) Determine the nature, extent and format of consultations on highways schemes.
  - (iii) Consider the results of highways consultations and the outcome of this will either inform the Area Team Manager's implementation of an agreed scheme or, when required by the Local Committee, inform the Area Team Manager's recommendations for its decision.
  - (iv) Consider and agree local priorities in relation to highways maintenance functions and report these to the LTP Task Group.
  - (v) Agree a joint approach to major streetworks activities.
  - (vi) Consider on-street parking matters and make recommendations to the Local Committee about periodic reviews of parking restrictions.
  - (vii) Consider and agree local priorities in relation to specific service matters referred to them by the Local Committee and report back on these directly to the Committee.

### **Local Transport Plan (LTP) Task Group**

8. The membership of The Task Group will be the chairmen of the four Local Task Groups, plus the chairman of the Local Committee if s/he is not already present as a Local Task Group chairman.
9. The Task Group's function will, when required, develop a costed programme of Integrated Transport Schemes to be recommended by the Area Team Manager to the Local Committee for approval and to develop, where local discretion is permitted, recommendations on highways maintenance priorities.
10. The Task Group will, when required, make recommendations to the Local Committee about Civil Parking Enforcement (CPE), including parking charges, and the use of any surplus income arising from the operation of CPE.
11. The Task Group will agree and publish criteria for the prioritisation of schemes presented to it by the four local Task Groups.
12. The report containing the Task Group's recommendations to the Local Committee will be supported by a summary of the reasoning behind its prioritised programme.
13. The Task Group will monitor the progress of the programme of Integrated Transport Schemes throughout the year, recommending adjustments as appropriate.