

**ARUNDEL TOWN COUNCIL**  
**TRAFFIC & ACCESS COMMITTEE – Terms of Reference**

The Mission Statement with respect to Traffic states:

“Arundel Town Council will lobby and liaise with the responsible bodies to improve transport within, to and from the town, including appropriate and coordinated traffic calming, parking and road safety schemes.”

This Committee will also take note of the Mission Statement other statements in carrying out their objectives.

1. The Transport Committee is constituted as a Committee of Arundel Town Council (ATC). The Committee composition shall comprise of up to five Councillors plus the Mayor and Deputy Mayor (Ex Officio) and such co-opted members of the public (including District and County Councillors) as required by the Committee. Only elected members of the Committee shall have voting rights. Three Town Council elected members of the Committee shall constitute a quorum.
2. Co-option can take place at any time during the year (if on the Agenda) but usually at the start of each new Council year.
3. A maximum of two members only of any one organisation or society will be able sit on the Committee at the same time.
4. The Chairman to be elected annually by the Town Council elected Traffic Committee members.
5. The Chairman of the Committee shall be a Town Council elected member of the Town Council.
6. Members of the Town Council and public who are elected to sit on the Traffic & Access Committee by the council may attend meetings and speak only with the permission of the Chairman. They may not vote.
  - a. An elected Councillor can substitute for Traffic & Access Committee members and they can speak and vote.
  - b. With the prior permission of the Chairman, Co-opted members can be substituted by a member from the same organisation.
7. The Committee has delegated powers to place orders for works and services. A budget will be allocated each year to enable the committee to place orders for such works and services.
8. The Councillors' Code of Conduct will apply to all members of the Committee and ATC's Standing Orders will apply to conduct of meetings (declaration of interests, debate, voting etc).

9. The Committee may appoint Working Group(s) for specified purpose(s) and set up relevant meetings.
10. The Committee may consult and seek advice & information from external organisations and relevant experts. However, it must ensure that any such correspondence cannot be interpreted as a decision or an opinion of the Town Council.
11. All correspondence shall be conducted with and/or through the Town Clerk.
12. Minutes of all meetings are to be retained by the Town Clerk and forwarded by e-mail to members of the Committee and other Town Council members and posted to the Arundel Town Council website within one month.
13. Meetings of the Committee will be convened, and the agenda and minutes will be made in accordance with Arundel Town Council standing orders.
14. Any decisions and recommendations will require to be approved by Full Council at the next meeting following the recommendation.
15. The Committee will consider issues arising from:
  - a. The flow of traffic to, from and through Arundel
  - b. Public transport
  - c. Emergency vehicles and business needs (employee parking and delivery vehicles)
  - d. Parking of motor & other vehicles in the Town
  - e. Footpaths, signage, crossing points and cycleways
  - f. Access & road safety issues for all users including mobility impaired and disabled people throughout Arundel Parish
16. The Committee will consider the following (a non-exhaustive list) as well as other relevant documents in carrying out its' objectives:
  - a. Arundel Neighbourhood Plan
  - b. Arun District Local Plan
  - c. SDNPA Local Plan
  - d. West Sussex Transport Plan
  - e. West Sussex Walking and Cycle Strategy
17. The Committee will liaise with West Sussex County Council and Arun District Council's Highways Departments, South Downs National Park Authority, West Sussex Constabulary and other relevant organisations to seek resolutions for identified problems and to suggest possible ways to improve public & road safety.