

SANDPIT ROAD WORKING GROUP

TERMS OF REFERENCE

Aims:

Ensure that the Section 106 legal agreements relative to the Sandpit Road, Calne, development takes into account the views of the local community in respect of the following:-

- Oxford Road Pedestrian / Cyclist improvements and reduction of through traffic*¹,
- Footway and/or cycleway links to Calne town centre, school and employment sites*²,
- Signage to enhance footway and cycle way usage*³,
- Enhancing bus stops*⁴.

Notes:

*¹ refers to Paragraph 4 of Schedule 5 'Summary of Unilateral Undertaking'

*² refers to Paragraph 5 of Schedule 5 'Summary of Unilateral Undertaking'

*³ refers to Paragraph 6 of Schedule 5 'Summary of Unilateral Undertaking'

*⁴ refers to Paragraph 12 of Schedule 5 'Summary of Unilateral Undertaking'

The Working Group:

Working Groups are set up on a 'task and finish' basis by the Calne Area Board to undertake specific areas of work that have been identified within the community

Membership:

The core membership of the Sandpit Road Working Group will be determined by the Calne Area Board and should consist of appropriate, mutually agreeable members of the community. The Chairperson will be selected by the Calne Area Board and will be an elected representative of the Calne Area Board and will receive support from the Community Area Manager in the preparation, review and evaluation of the project

The Working Group may wish to co-opt members of local service providers and organisations to join the meeting when a specific issue arises to which they require outside expertise.

Members of the Working Group will look to represent the wider collective interests of the community, rather than single interest pressure groups.

Accountability:

The Working Group will be fully accountable to the Calne Area Board. The intention is that decisions will be made, if possible, by consensus of the Working Group but in the event that a vote is required, then a quorum must be present and in the event of a tied vote then the Chairperson has the casting vote. (Note: a quorum will consist of at least 50% of the core membership).

Working group duration:

The Working Group will continue to meet until the aims of the project have been achieved, or until a decision has been taken to terminate the Working Group by the Calne Area Board

Linking to the Area Board:

The Chairperson shall present regular status reports, including any recommendations to the Calne Area Board. These reports/ recommendations shall be prepared by the Community area Manager.

Confidentiality:

Whilst most information provided by the council or other participants or partners will be non-confidential in nature, there may be occasions when due to the commercial nature of discussions or where matters are relevant to policy developments by the council, it may be requested that individual information or items are confidential. Should any members be unable to respect this request, they must absent themselves from the meeting prior to discussions and consideration of the relevant item.

The terms of reference set out above were agreed by the Calne Area Board on 6th December 2011