



## **Traffic Partnership Group Terms of Reference**

1. The (Odiham) Traffic Partnership Group (TPG) is a forum, sponsored by Odiham Parish Council and meets on a quarterly basis to review and discuss traffic, transport, road and footpath safety issues. The TPG's geographical scope is defined as being the parish of Odiham with the addition of certain neighbouring parishes.
2. The objective of the TPG is to identify issues within its scope and to progress improvements/solutions with relevant statutory bodies and other parties as appropriate. Current issues include road safety for the residents, parking problems, safety outside schools, speeding in the parish, road damage, road closures and footpaths.
3. The TPG is currently comprised of representatives from: OPC's Traffic and Transport Committee, Hampshire Police, Mayhill Junior School, Buryfields Infant School, Robert May's School, RAF Odiham, Hampshire County Council Highways, Dogmersfield Parish Council and Hart District Council. Other representatives may be invited to join on a temporary or permanent basis as the TPG considers appropriate.
4. A draft agenda for each meeting will be circulated to all members by the Admin Assistant of Odiham Parish Council 10 days prior to the meeting. Any member of the partnership may request to add items to the agenda. A final agenda will be circulated to all members one week prior to the meeting. Items to be discussed will be given a priority of high, medium or low by the Chair of the meeting.
5. Meeting notes will record members present, apologies given, acceptance of previous meeting notes and reports and actions on agenda items. The notes will be reported back to OPC through the Traffic and Transport committee. Notes to the meeting do not form public records.
6. TPG meetings will be held in the Odiham Parish Room. They will last a maximum of two hours. It is the Chair's responsibility to ensure that each item on the agenda is addressed in a timely manner.
7. The current Chair of OPC's Traffic and Transport Committee will chair the meeting unless the TPG determines otherwise by means of a vote held at the start of a meeting.
8. Each member of the group is given an opportunity to speak on any agenda item and is asked to listen to other members' comments without interruption.
9. These Terms of Reference shall be reviewed annually by the Traffic and Transport Committee.