

Broadclyst Parish Council

Terms of Reference for the School Traffic and Environment Working Party

1. Purpose

The purpose of the School Traffic and Environment Working Party is to assess, propose, and facilitate solutions to traffic issues for Parishioners, including local schools within Broadclyst Parish: Broadclyst Primary, Clyst Vale Community College, Westclyst Primary School. The group aims to ensure safe and active travel to and from local schools, leading to efficient traffic flow, positive environmental impacts and enhance safety for all pedestrians, especially children, during school commuting hours.

2. Objectives

The Working Party will:

- Identify and evaluate the key traffic issues affecting the vicinity of the three schools, including congestion, parking, pedestrian safety, and road usage.
- Encourage active travel across the whole parish.
- Develop actionable recommendations for traffic management improvements to alleviate congestion and increase safety.
- Collaborate with schools, local authorities, law enforcement, parents, and community groups and external agencies to address these issues.

3. Scope of Work

The scope of work for the Working Party includes:

- Engaging school representatives, the parish council, and other relevant stakeholders to discuss and prioritise traffic concerns.
- Consulting with traffic experts and using tools such as community toolkits for school zone safety to conduct safety assessments around school zones.
- Proposing and testing potential solutions, such as designated drop-off/pick-up zones, improved signage, speed control measures, and pedestrian pathways and other active travel options, where feasible.
- Coordinating with law enforcement to ensure effective enforcement of traffic and parking regulations around school areas.

- Reviewing progress and making adjustments as necessary based on observed results and stakeholder feedback.
- Educational and publicity campaigns and events to promote solutions, including PR across all platforms, to include:
 - o Flyers, posters, vidoes and social media campaigns to encourage the goals, with oversight from the Clerk and utilising the existing budget provision.
- Identify and apply for funding opportunities to assist with achieving the goals of the group, with the assistance of Officers.

3. Membership

The Working Party shall consist of:

- One representative from each school (Broadclyst Primary, Clyst Vale Community College, and West Clyst Primary School).
- One link parish council member, per-school, including one from the Planning and Environment Committee, who will act as the primary liaison with the council (3 in total).
- Optionally, to provide insights on broader traffic policies and support:
 - One representative from Devon County Council
 - One representative from East Devon District Council
- Up to 4 members of the community, to represent from a local road safety or environment perspective.
- Guests on a case by case basis, as per group requirements, in an advisory capacity.

4. Roles and Responsibilities

- Chairperson: A parish council member will chair the Working Party, ensuring the agenda aligns with council objectives and that meetings progress effectively.
- DCC and EDDC Representatives: Act as liaisons with the superior bodies.
- School Representatives: Act as points of contact for each school, providing school-specific concerns and disseminating information back to school communities and the parish council.
- School link councillors: Act as liaisons for each school, provide support to the School representatives
- Community Representative: Shares insights on community perceptions, safety concerns, and supports communication between residents and the Working Party.

5. Meeting Schedule

The Working Party will set its own meeting schedule. Meetings will be scheduled to accommodate school representatives and allow ample time for feedback from broader school communities and wider community groups.

6. Reporting

- The Working Party will report to the Parish Council, providing updates on project progress, identified issues, and proposed solutions.
- An annual report will summarise activities, achievements, challenges, and provide recommendations for future work.

7. Duration and Review

The Working Party will operate for an initial term of three years, after which the Parish Council will review its effectiveness and determine the need for continuation or modification of its mandate, with annual review.

8. Approval

This Terms of Reference document is effective upon approval by the Broadclyst Parish Council and is subject to annual review and adjustment as deemed necessary.

Approved by Broadclyst Parish Council