



mirfield  
town council

# ROAD SAFETY COMMITTEE

TERMS OF REFERENCE 2026

## **Mirfield Town Council Road Safety Committee**

### **Terms of Reference**

#### **Adopted 13/5/26 MTC9(4)**

#### **1. Introduction**

The Road Safety Committee is a standing committee of Mirfield Town Council. It is established to support the Council's commitment to improving road safety, reducing traffic-related incidents, and promoting sustainable and safe travel for all road users within the parish of Mirfield.

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#### **2. Purpose**

The purpose of the Road Safety Committee is to:

- Oversee all matters relating to road safety.
  - Identify and assess road safety concerns and hazards within the town.
  - Develop and recommend strategies, initiatives, and infrastructure improvements to enhance road safety.
  - Foster collaboration between the Town Council, residents, schools, law enforcement, and transport authorities.
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#### **3. Scope of Work**

The Committee's work shall include, but not be limited to:

- Reviewing accident and incident data from police and local authorities.
- Identifying high-risk areas such as school zones, pedestrian crossings, and accident hotspots.
- Recommending traffic calming measures (e.g., speed bumps, signage, road markings).
- Promoting safe routes to school and encouraging active travel (walking, cycling).
- Supporting public education campaigns on road safety awareness.
- Responding to consultations on transport and infrastructure developments.
- Monitoring the effectiveness of implemented safety measures.



- Liaising with WYP on Operation Trimborg
  - Sourcing and applying for grants relating to Road Safety
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#### 4. Membership

- **Committee Members:**
  - That the Committee consists of a minimum of 3 and maximum of 5 councillors
  - Up to 5 members from the community with relevant expertise (e.g., road safety, transport planning, education)
  - Others may attend as observers. Substitutes for named members are permitted
- **Advisory Members (Non-voting):**
  - Representatives from Kirklees Council Highways Department.
  - Local Police Liaison Officer.
  - School representatives (e.g., headteachers or governors).
  - Youth representatives (optional).

#### Appointment & Tenure:

- Members shall be appointed annually at the Annual Meeting of the Town Council.
  - Co-opted members shall serve a one-year term, renewable upon review.
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#### 5. Chairing and Administration

- shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee at the first meeting of the committee;
  - shall, after it has appointed the members of a standing committee, and the chair, appoint the deputy chair of the standing committee at the first meeting of the committee;
  - the Town Clerk or an appointed member shall provide administrative support, including agenda preparation, minute-taking, and correspondence
  - to allocate £5000 for costs associated with the meetings i.e. Clerking costs and room hire cost
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## 6. Meetings

- The Committee shall meet at least **four times per year**, with additional meetings convened as necessary.
- A quorum shall consist of **half the committee**, including at least **two councillors**.
- Decisions shall be made by a majority vote of voting members present.
- As a committee of council due notice shall be given of meetings and an agenda produced, in line with council process and the committee shall elect officers.
- Notes of the meetings will be kept and circulated for note by the Council via the Clerk.
- An agenda will be circulated to Full Council for note
- The committee may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 1 day before the meeting that they are unable to attend;
- shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- shall determine if the public may participate at a meeting of a committee;
- shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- may dissolve a committee or a sub-committee.

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## 7. Responsibilities

The Committee shall:

- Maintain a register of road safety concerns raised by residents.
- Conduct site visits and assessments where appropriate.
- Engage with local schools to promote road safety education.
- Liaise with Kirklees Council and West Yorkshire Police on enforcement and infrastructure issues.
- Prepare written reports and recommendations for the Town Council's consideration.
- Monitor and evaluate the outcomes of road safety interventions.



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### **8. Budget and Resources**

- The Committee may submit funding requests to the Town Council for specific projects or initiatives.
- It may also seek external funding or grants, subject to Council approval.
- All expenditures must be authorised in accordance with the Council's Financial Regulations.
- All expenditure will be allocated from the Road Safety column of the approved budget £62,000 and Road Safety Reserves £40,000

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### **9. Communication and Engagement**

- The Committee shall maintain open channels of communication with residents through public meetings, surveys, and digital platforms.
- It shall promote transparency and encourage community participation in road safety initiatives.
- A summary of activities and achievements shall be included in the Town Council's Annual Report.

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### **10. Authority and Limitations**

- The committee may make recommendations to the full Town Council, which retains final decision-making authority.
- The Committee may invite external experts or stakeholders to attend meetings in an advisory capacity.

#### **CONDUCT**

- All members of the committee must abide by the principles and practice of the Town Council code of conduct including declarations of interest.
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## **11. Review and Amendments**

- These Terms of Reference shall be reviewed annually by the Town Council.
  - Amendments may be made by resolution of the full Council.
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**Adopted 13/5/26 MTC9(4)**