

REPORT TO ENVIRONMENT AND TRANSPORT COMMITTEE

COMMITTEE WORKING GROUPS

Report Reference ET-23-09
Meeting Date 24th July 2023
Agenda Item 15
Prepared by Town Clerk



1.0 BACKGROUND

At the first meeting of a new civic year, the committee is required to consider reappointment of working groups which report to it.

2.0 COMMITTEE WORKING GROUPS

There are two standing working groups under this committee

Working Group	Remit	No. cllrs
Nature Action Plan	To develop proposals and guide the implementation of the Nature Action Plan	3
Blue Plaque Appraisal	To consider any proposals for blue plaques and produce a recommendation to the committee	3

Additionally, subject to agreement of the proposed actions under report ET-23-02 a further working group is proposed:

Working Group	Remit	No. cllrs
Active Travel Infrastructure Plan	To develop a draft active travel infrastructure plan	3

The terms of reference for this working group is included in the Annex.

3.0 DECISIONS REQUIRED

The committee should:

- Appoint three members to the Nature Action Plan working group
- Appoint three members to the Blue Plaques Appraisal panel
- Appoint three members to the Active Travel infrastructure Plan working group

ANNEX A: ACTIVE TRAVEL INFRASTRUCTURE PLAN WORKING GROUP TERMS OF REFERENCE

1. The Working Group will comprise three councillors, determined by the Environment and Transport Committee and the Town Clerk in an advisory capacity.

The working group may invite members of the public to attend meetings in an advisory capacity.

Membership to be reconfirmed/ changed by the parent body at its first meeting at start of a new Mayoral year.

2. At its first meeting (or first in a new Mayoral year) the working group members shall:
 - a. Review these terms of reference for approval as appropriate.
 - b. Appoint an elected member as Lead Member who should ensure the entire working group's members are kept informed and involved with progress and act as the primary reporting channel back to the parent body.
3. In line with the task set by the committee, the purpose and remit of the working group is to:
 - a. Undertake surveys and consultation to identify barriers to active travel, priority routes for improvement and improvements to infrastructure
 - b. Develop a Knutsford Active Travel Infrastructure Plan for presentation to the committee by February 2025
4. The group does not have delegated powers to make decisions on behalf of the committee or the Town Council nor should exceed its purpose and remit (above) without the parent body's sanction to a change to these Terms of Reference
5. The group reports to the Environment and Transport Committee.
6. The group shall provide timely reports to the parent body in the following manner:
 - a. Verbal progress reports at committee meetings
 - b. Written reports as necessary and at key milestones
7. Meetings of the working group are not usually but may be public meetings.