



2026

WOOTTON PARISH COUNCIL

Terms of Reference

Roads and Pavements Safety Steering Group



3 Longden Close
Haynes
Bedfordshire
MK45 3PJ

Clerk@Wootton-PC.gov.uk

Tel: 07531 930 788

Version History

Version	Reviewed at	Approved at
Version 1.00	Annual Meeting of Wootton Parish Council on 11 th May 2016	Annual Meeting of Wootton Parish Council on 11 th May 2016
Version 1.00	Annual Meeting of Wootton Parish Council on 10 th May 2017	Annual Meeting of Wootton Parish Council on 10 th May 2017
Version 1.00	Annual Meeting of Wootton Parish Council on 9 th May 2018	Annual Meeting of Wootton Parish Council on 9 th May 2018
Version 2.00	Full Council Meeting of Wootton Parish Council on 10 th October 2018	Full Council Meeting of Wootton Parish Council on 10 th October 2018
Version 2.00	Annual Meeting of Wootton Parish Council on 15 th May 2019	Annual Meeting of Wootton Parish Council on 15 th May 2019
Version 3.00	Full Council Meeting of Wootton Parish Council on 13 th September 2023	Full Council Meeting of Wootton Parish Council on 13 th September 2023
Version 3.00	Annual Meeting of Wootton Parish Council on 8 th May 2024	Annual Meeting of Wootton Parish Council on 8 th May 2024
Version 3.00	Annual Meeting of Wootton Parish Council on 14 th May 2025	Annual Meeting of Wootton Parish Council on 14 th May 2025
Version 3.00	Annual Meeting of Wootton Parish Council on 13 th May 2026	Annual Council meeting of Wootton Parish Council on 13 th May 2026

To be reviewed at each Annual Council Meeting.

1. Membership of the Roads and Pavements Safety Steering Group

Membership of the Roads and Pavements Safety Steering Group will be as decided at the Annual Council Meeting each year and will always include the Chairman and Vice-Chairman of the Parish Council.

The Safety Steering Group shall be subject to a quorum of three.

Members of the public are permitted to join this Safety Steering Group.

2. Chairman

The Chairman of the Safety Steering Group will be elected by the Safety Steering Group at its first meeting after the Annual Council Meeting.

The Vice-Chairman of the Safety Steering Group will be elected by the Safety Steering Group at its first meeting after the Annual Council Meeting.

3. Conduct of Meetings

All meetings of the Roads and Pavements Safety Steering Group will be convened in accordance with the Parish Council's standing orders.

Meetings will be minuted by the Clerk to the Parish Council, another member of staff or a member of the committee.

Members of the public are permitted to attend meetings.

4. Powers of the Roads and Pavements Safety Steering Group

The Roads and Pavements Safety Steering Group is an advisory committee and cannot make decisions on behalf of the Parish Council. Recommendations will be made to Full Council for approval.

5. Responsibilities and Areas of Operation of the Roads and Pavements Safety Steering Group

To work on issues surrounding roads and pavements and report on progress made to Full Council.

To engage with the community, other stakeholders and if necessary, adjoining town or parish councils in order to identify all road and pavement issues and make recommendation on how those issues may best be resolved.

To lobby/liase with Bedford Borough Council (as the Local Highways Authority) in order to seek a remedy those issues raised *.

*This may exclude areas not yet adopted by Bedford Borough Council – in these cases, the Safety Steering Group will liaise with the developer alongside Bedford Borough Council.