

# Terms of Reference

**Name of Group:** Tickenham Road Action Group

**Objectives:**

To lobby and influence the North Somerset Council and other appropriate Authorities to:

- 1) Modify and change the recommendation in the Joint Spatial Plan to route the existing and future vehicular traffic from the expanding Nailsea housing, through Tickenham and the B3130 to the M5 Junction 20.
- 2) Adopt the long term potential link from SW Nailsea directly to the M5 J20, until recently considered by Planners the sensible way forward.

These objectives are to be achieved by concerted Group action of meetings, petitions, press communications and any other legal means deemed necessary.

**Membership:**

- Membership of the Group is open to residents of Tickenham and interested parties.
- Members are those registered with the Group Secretary
- The Group is set up for 12 months subject to extension to be agreed by the Steering Committee
- The Group is separate to the Tickenham Parish Council but will work together with the TPC to meet the objectives of the Group.

**Accountability:**

- The Group will operate through a Steering Committee responsible for reporting back on activities to the membership as a whole (by email/meeting at a regular frequency)

**Review:**

- Annually at the Annual General Meeting (AGM) the Steering Committee will review the relevance and value of its work and the Terms of Reference.
- Officers of the Group will be appointed at the AGM

- The AGM is to be held within one month of the 31st January each year

#### **Working methods:**

- The Steering Committee of at least 6 but no more than 10 will meet regularly to establish and progress an action plan to achieve the Group's aims.
- They may establish sub groups to further the aims of the Steering Committee and Group
- Working Groups will report to the Steering Committee

#### **Meetings :**

- Group meetings will be held at least annually at a venue to be decided.
- At the first Group meeting a Steering Committee will be formed and Terms of Reference agreed.
- The Steering Committee will establish a Chair, Vice Chair, Treasurer and Secretary who will organise and chair committee and group meetings.
- Steering Committee meeting papers will be circulated by email and the meetings will be minuted
- Invitees not members may at the discretion of the Steering Committee be invited to Group meetings

#### **Operation of Bank Account**

- The Steering Group has the authority to operate a bank account which will have three signatories appointed from the Steering Group officers.
- All cheques or payments made from the bank account will require two signatures/authorities from the three appointed signatories.
- The Steering Group retains the authority to nominate or change the bank account signatories on unanimous agreement at any Steering Group meeting.

#### **Sharing of information and resources (including confidential materials)**

- Group members will share information and resources
- The TRAG will comply with General Data Protection Regulations in all uses of data.
- Confidential materials and copyright issues will be identified and recipients are required to abide by confidentiality and copyright requirements.
- There will be a web space for the group and which will be password protected and facilitated by the Group Secretary

- These Terms of Reference can be amended at any time by agreement between the Steering Group members at a Steering Group meeting.