

Terms of Reference for Bramfield Traffic Calming Working Party

These Terms of Reference (ToR) establish the scope, structure, and operating guidelines for the Traffic Calming Working Party commissioned by the Bramfield & Thorington Parish Council to address vehicle speeds, safety, and traffic volume through Bramfield, Suffolk.

Name and Status

- **Name:** Bramfield Traffic Calming Working Party (the "Working Party").
- **Status:** An advisory, non-decision-making working group created by the Parish Council under its general powers. It will report its findings and recommendations directly to the full Parish Council by end March 2027

Purpose and Objectives

- **Investigate Issues:** Assess current traffic speeds, heavy vehicle volumes, and safety hotspots along key routes through Bramfield (such as the A12/local approaches).
- **Explore Options:** Research viable, cost-effective traffic calming interventions (e.g., SID deployment, gateway features, 20/40mph buffer zones, or road markings) suited to a rural Suffolk village.
- **Engage Community:** Seek views from Bramfield residents, local businesses, and road users.
- **Liaise with Authorities:** Engage with Suffolk County Council (Suffolk Highways), local policing teams, and East Suffolk representatives to understand feasibility, rules for [Traffic Regulation Orders \(TROs\)](#), and potential funding sources.

Membership and Composition

- **Composition:** A hybrid group comprising appointed Parish Councillors and interested local residents.
- **Size:** Minimum of 3 and maximum of 7 active members to ensure agility.
- **Chair:** A lead coordinator chosen from the membership, who will act as the primary point of contact for the Parish Clerk.
- **Clerking:** Administrative support (if required) will coordinate via the Parish Clerk (clerk@bandt-pc.gov.uk).

Authority and Constraints

- **Advisory Role:** The Working Party has **no executive financial power** and cannot commit the Parish Council to any expenditure, contracts, or formal highway applications.
- **Decision Making:** All final proposals, spending requests, or formal submissions to Suffolk Highways must be formally tabled, debated, and approved by a resolution of the full Parish Council.

- **Public Interaction:** Members must not make official public or media statements on behalf of the Parish Council; all public consultation material must be cleared by the Parish Clerk or Council.

Meetings and Reporting

- **Frequency:** Meetings will be held informally as required to advance project stages.
- **Quorum:** At least 1 Parish Councillor or 3 total members must be present to validate any working consensus.
- **Reporting:** A brief progress update and any formal recommendations will be submitted in writing for inclusion on the agenda of each standard Parish Council meeting.