

Millbrook Parish Council Traffic & Transport Advisory Task Group

Working groups are not subject to the strict rules that apply to formal council meetings and do not need to be held in public. A working party cannot make a decision on behalf of the council, but they can explore options and present these to the council for a decision. (Good Councillor's Guide)

1. MEMBERS

- 1.1 Membership shall comprise at least five members including the Chair and Vice Chair of the Parish Council who are ex-officio and have voting rights. Members can include non-Councillors.
- 1.2 Membership of the Advisory Task Group is established at the annual meeting of the Council. The Advisory Task Group shall elect a Chair for each civic year.
- 1.3 Co-opted members may join the Advisory Group during the year if authorised by the Council.

2. ROLE OF THE TRAFFIC & TRANSPORT ADVISORY TASK GROUP

- 2.1 To examine issues relating to traffic & transport in Millbrook, read reports and related material.
- 2.2 To make recommendations to the full Council.
- 2.3 To explain the recommendations, reasons and options to the full Council and provide a summary of the recommendations.
- 2.4 No funding or monies are to be spent or committed without approval from the full Council.

3. OPERATION OF THE TRAFFIC & TRANSPORT WORKING GROUP

- 3.1 The group will aim to meet at least once at quarter.
- 3.2 Additional meetings to be convened when necessary to deal with the production of a list of priorities to be submitted to the full Council for consideration, which may mean inclusion in any TRO proposed for Millbrook Parish or the wider Rame area. Also, to discuss any issue arising as decided by the Chair, two Councillors or the Advisory Task Group
- 3.3 The Advisory Task Group has no delegated powers but will seek professional advice regarding highway and pedestrian infrastructure issues in the parish with a view to including in a traffic regulation order.

- 3.4 The Advisory Task Group is not a committee and therefore has no decision-making powers.
- 3.5. The Advisory Task Group will consider all issues raised by residents with regard to Transport and Traffic within Millbrook Parish where the Council has the ability to take action or can reasonably apply to Cornwall Council to do so. Where appropriate, these actions will be included in the recommendations to full Council.
- 3.6 The leader / Chair of the Advisory Task Group will be appointed by the Full Council.
- 3.7 An informal agenda will be produced.
- 3.8 Notes and reports will be submitted to the full Council, which will include recommendations.
- 3.9 A working party / task group does not meet in public, therefore Standing Orders are not applicable, although the Code of Conduct still applies.
- 3.10 All members of the Council are to be informed of any meetings of the Traffic & Transport Advisory Task Group , can request any relevant information and documentation.

Date	Minute	Notes
16/09/2025	90.3	Approved at the Full Council meeting (no amendments)
21/05/2024	8b	Approved at the Full Council meeting
18/08/2022	47b	Approved at the Full Council meeting
13/07/2022		Reviewed by Traffic & Transport Advisory Task Group. No recommended amendments.
15/02/2022	139b	Approved
08/02/2022		Traffic & Transport Advisory Task Group recommendation – amend grammar error on 1.1
16/01/2021	238b	Approved (Amended to state ‘Advisory Task Group’ instead of ‘Committee’)
16/11/2017		Approved