

DOVER DISTRICT COUNCIL

DOVER JOINT TRANSPORTATION BOARD

TERMS OF REFERENCE* AND PROCEDURES

Joint Arrangements

In accordance with an agreement made between Kent County Council and Dover District Council, a Dover Joint Transportation Board has been established by the executives of Kent County Council and Dover District Council. The Board advises the executives of Kent County Council and Dover District Council on decisions to be taken by the relevant executive in relation to functions specified in the Agreement.

Membership

All KCC Members for divisions in the District Council's area and an equal number of Members appointed by the District Council, and representatives of the Parish and Town Councils within the District. Subject to the agreement of the Chairman, additional representatives from Parish/Town Councils may attend. The Council may appoint substitutes for its Members.

Terms of Reference

The Joint Transportation Board will:

1. Consider:
 - (a) capital and revenue-funded works programmes
 - (b) Traffic Regulation Orders
 - (c) street management proposals and will provide advice on these matters to the relevant executive as appropriate.
 - (d) Public Transport Operations
2. Advise and recommend in relation to:
 - (a) strategic parking and waiting restriction issues
 - (b) petitions received in relation to parking and waiting restriction issues
 - (c) street nameplates
 - (d) street naming and numbering
 - (e) street seats and furniture on the highway including bus shelters and will provide advice on these matters to the relevant executive as appropriate
 - (f) Council street-lighting schemes on highways
3. Be a forum for consultation between Kent County Council and the Council on policies, plans and strategies related to highways, road traffic and public transport.
4. Review the progress and out-turn of works.
5. Recommend and advise on the prioritisation of bids for future programmes of work.

6. Receive reports on highways and transportation needs within the District.
7. The JTB will advise on such transportation matters that it considers relevant that are not within the above Terms of Reference or the Terms of Reference of any other committee of the Council, subject to the approval of the Chairman.

Executive Action

- (a) The KCC Executive will normally act in accordance with the advice or views of the JTB. If the Executive is minded to act otherwise, no decision will be taken until after a discussion with KCC's Cabinet Member for Environment, Highways and Waste, at which the Chairman and Vice-Chairman of the JTB may attend and speak.
- (b) The District Council Executive will normally act in accordance with the advice or views of the JTB. If the Executive is minded to act otherwise, no decision will be taken until after a discussion between the relevant Executive member and the Chairman and Vice-Chairman of the JTB.

Chairmanship

In alternate years, a Member of KCC (who is a member of the JTB) will chair the JTB and a Council Member (who is a member of the JTB) will be Vice-Chairman of the JTB and then a Member of the Council will chair the JTB and a KCC Member will be Vice-Chairman of the JTB and so on. The Chairman and Vice-Chairman will be appointed by the respective Councils as they may determine within their constitutional arrangements.

Quorum

The quorum for a meeting shall be four comprising at least two voting members present from each of KCC and the District Council.

** These revised Terms of Reference are subject to ratification by Dover District Council.
Full details of procedures are contained within Section 7 of Part 3 of the Council's Constitution.*