

## TERMS OF REFERENCE - JOINT TRANSPORTATION BOARDS

### Sevenoaks Joint Transportation Board - 6 June 2018

Report of                      Chief Officer, Environmental and Operational Services

Status:                        For Information Purposes

Key Decision:                No

---

**Executive Summary:** To inform members of the Terms of Reference for Joint Transportation Boards in Kent

---

**This report supports the Key Aim of**

- Caring Communities
- Sustainable Economy

**Portfolio Holder**        Cllr. Matthew Dickins

**Contact Officer**        Jeremy Clark

---

**Advice to Sevenoaks Joint Transportation Board:**

That the Board notes the content of the report

---

### Background

- 1        In January 2000 Kent County Council (KCC) and Sevenoaks District Council (SDC) entered in to an Agency Agreement providing a legal framework devolving certain powers to SDC to help manage the highway, including the enforcement of limited wait and resident only parking bays, loading restrictions, school keep clears and yellow lines, and the administration of resident parking schemes.
- 2        In April 2005 KCC and SDC entered in to an Agreement on Joint Transportation Boards (JTBs).

### Introduction

- 3        Under the JTB Agreement, both Authorities agreed to work in co-operation regarding highway and transportation issues.
- 4        The Sevenoaks JTB is a non-statutory forum comprising of equal numbers of Members from the Sevenoaks area from each Council, along with a Parish or Town Council representative.

## **Terms of Reference**

5 Under the JTB Terms of Reference the Board considers:

- Capital and revenue funded works programmes
- Traffic regulation orders
- Street management proposals

The Board advises the relevant Executive on these matters.

6 The Board is a forum for consultation between KCC and SDC on highway, road traffic and transport policies, plans and strategies.

7 The Board recommends and advises on prioritising bids for future works.

8 The Board receives reports on highways and transportation needs in the District.

## **Decision Making Process**

9 The KCC and SDC Executives will normally act in accordance with the advice and the views of the Board.

10 However if Executives do not agree with the advice of the Board, the matter can be considered by the relevant Authority in dialogue with the Chairman and Vice Chairman of the Board.

## **Key Implications**

### Financial

The Board provides an important forum to advise on how highways funds should be spent.

### Legal Implications

The Terms of Reference for Sevenoaks JTB allow it to provide advice to Kent County and Sevenoaks District Councils, who will normally act in accordance with its views.

If a Council is minded to act otherwise, no decision will be taken until after a discussion has taken place between the Chairman and Vice Chairman of the Board and the relevant Executive or decision-making body.

### Equality

The decisions recommended in this report have a remote or low relevance to the substance of the Equalities Act. There is no perceived impact on end users.

### **Risk Assessment Statement**

There are no additional risks identified that are outside those already covered within the standard Risk Assessment for carrying out parking enforcement on the Public Highway.

**Richard Wilson**  
**Chief Officer, Environmental and Operational Services**