



Agreed version 18 October 2018
 TONBRIDGE GRAMMAR SCHOOL
TRAVEL ACTION GROUP – TERMS OF REFERENCE

1.	<p>Membership The membership of the Group shall be determined by the Chairman in conjunction with the Travel Action Plan.</p>	<p>The school will appoint an action team to oversee the monitoring of the School Travel Plan ensuring a fair representation of 2 school staff 2 Parents, 2 governors and interested parties including at least 2 representatives from residential areas adjacent to the school, a representative from the Local Authority (KCC Travel Plan Manager). In addition local ward councillors will be kept informed of Travel Plan development through the minutes of the meeting posted on the School website.</p>	Annually
2.	<p>Chairman The Action Group will be chaired by the member of the School Strategy Group with responsibility for the School Travel Plan.</p>		Annually
3.	<p>Proceedings of the Group</p>	<p>The Group will meet three times a year. Representatives on the TAG will usually serve for the period of a year.</p>	Ongoing through the year
4. 4.1	<p>Functions To support the school in the successful implementation of its Travel Plan.</p>	<p>To support the improvement of traffic management at the school and in a wider local context by making recommendations for the school to consider for the successful implementation of the Travel Plan</p> <p>To support the use of the Travel Plan as a living document</p>	Meetings throughout year
4.2	<p>To improve the school's traffic management plans</p>	<p>To consider and offer a perspective on the traffic flow and management issues for out of hours use of the school</p>	Meetings throughout year