

HIGHWAYS COMMITTEE

Terms of Reference

(Adopted on 8th December 2021)

The Highways Committee is responsible to act on the Council's behalf on matters referred to it by the Parish Council on matters relating to the highway and adjoining land. The Chairman of the Committee continues to act as Police Liaison.

1. The Committee will be subject to reconstitution annually at the Annual Meeting of the Parish Council.
2. The Committee shall consist of not less than **six** councillors appointed by the Parish Council.
3. The quorum of the Committee shall be three Members.
4. The Committee will meet four times in a calendar year.
5. The Committee will be responsible for the following:
 - a) Dealing with all matters relating to
 - Roads and adjoining footways
 - Trees on or adjacent to highways
 - Traffic problems generally
 - Street furniture including bus shelters, noticeboards, benches, etc.
 - Public transport;
 - Public footpaths and rights of way; and
 - Areas of public open space including Memorial Green and Freestones Corner.
 - b) To monitor traffic management and speeding issues within the village and report to the relevant authorities.
 - c) To monitor transport issues including those related to parking, cyclists, bus service and shelter requests, reporting to the relevant authorities.
 - d) To liaise on a regular basis with the Local Highways Officer and other members of the Highways Department at County Council.
 - e) To make representations to the relevant authority in respect of highways management and maintenance e.g. roads, footpaths, pavements, cycleways, bridleways, lighting, gritting, bollards and other observations.
 - f) Report matters associated with Highways projects and consultations.
 - g) Formulate bids for schemes, understanding that budget approval is required by Full Council prior to submission.
 - h) All of the above to be carried out in line with the annual budget set for the committee.
 - i) To submit to the Finance and General Purposes Committee no later than November of each year, estimates of income and expenditure for the next financial year.
 - j) To provide reports to Full Council on work undertaken.
6. The Terms of Reference under which this Committee operates will be reviewed in each scheduled Parish Election year, or annually if the Council so require, at the Annual Meeting of the Parish Council.
7. The Parish Council's adopted Standing Orders, Financial Regulations and Code of Conduct retain precedence over these Terms of Reference.