

Terms of Reference for Bethersden Parish Council Highways & Byways Committee

Title: Bethersden Parish Council Highways & Byways Committee

Role: As requested by the Full Parish Council to examine, assess, evaluate and prepare recommendations on all highways and footpath issues and highways related matters in the Parish and to prepare responses on any related matters.

Responsibilities: to represent Bethersden Parish Council on all internal and external matters relating to fulfilling its role. This includes inputs into all planning applications within the Parish and reviewed by the BPC Planning Committee to ensure that all highways, transport, signage and footpath related issues are dealt with accurately, properly, and in a timely and professional manner.

Terms of reference:

1. To carry out all duties in relation to fulfilling its role and responsibilities.
2. Assessment of outstanding issues relating to all highways and footpath issues and related matters in the Parish and the formulation of proposals for resolving these in both the short and medium-term.
3. To carry out on behalf Bethersden Parish Council technical discussions with the relevant statutory authorities and other organizations to ensure the regular maintenance of all facilities related to highways and footpath issues and related facilities in the Parish and to ensure that identified constraints and improvements are carried forward with a view to financing removal of constraints and any other problems associated therewith.
4. To guide the Parish on the way forward to deal with signage, HGV encroachments, speed and safety issues and other problems and to prepare a strategy in the case of emergency problems.
5. H&B Committee to meet between 4 and 10 meetings/year; public notice to be given; Agenda will be published publicly three clear days ahead of meeting; Meeting to be held in public place; Minutes/Report to be presented to full Parish Council and stored by Committee.
6. Formatted stored files available under password protection or similar solution.

Membership: Four BPC members with proven interest plus relevant experience in both past and future work of the Highways committee for the benefit of the whole Parish. Technical or managerial experience would be an advantage.

Quorum: THREE members.

Chairman: Will be voted by members of the Committee at first meeting of establishment.

TERMS OF REFERENCE: BETHERSDEN HIGHWAYS & BYWAYS COMMITTEE

To be proposed 24.1.18

Meetings: Between 4 & 10 meetings/year and additionally when needed and as dictated by issues arising in the course of the Committee's work.

Communication: Prepare monthly report/Minutes & present to Bethersden Parish Council on the status of all highways and footpath related issues in the Parish and which will be attached to the monthly PC Minutes and on relevant social media.

Delegated Powers. Bethersden Parish Highways & Byways Committee will deal directly with the relevant statutory authorities (KCC, ABC, PROW), appropriate Private companies dealing with highways and footpath related issues, after liaison with the Clerk as well as organisations set up for the purpose of controlling the impacts of traffic and new developments on all roads and lanes in the Parish.

The committee will report back to Bethersden Parish Council monthly on the activities carried out.

Financial reporting:

The RFO/ Clerk will prepare all financial reports and be responsible for budgets and variances and update the full Council as required.

No expenditure or budgeting processes will be delegated to the Committee.

Web site

An appropriate page on the Community web site will be opened and updated regularly.

For extra information: please contact Bethersden.highways@gmail.com