



Slinfold Parish Council

Cherrytree Farm, Hayes Lane, Slinfold, RH13 0SQ

Email: clerk@slinfold-pc.gov.uk

TERMS OF REFERENCE FOR THE HIGHWAYS AND BYWAYS (HB) COMMITTEE

These rules are supplemental to, and do not in any way override, the Parish Council's Standing Orders &/or Financial Regulations

1. Membership and Meetings

- a) Membership of the committee will be as decided at the Annual Council meeting each year, subject to the proviso that the chairman and vice-chairman of the Parish Council shall, in any event, be *ex officio* members.
- b) The Chairman of Planning can also be an *ex officio* member.
- c) The committee shall be subject to a quorum of three.
- d) The committee shall meet as required but at least 3 times a year. Catch up's to check on progress may be held in between times virtually using Zoom/WebEx but these shall not be decision-making meetings.

2. Chairman

- a) The Chairman of the committee will be elected by the Parish Council.

3. Conduct of Meetings

- a) All meetings will be convened in accordance with the Parish Council's Standing Orders.
- b) Meetings will be minuted by the Clerk to the Council, another member of staff or a member of the committee.
- c) A record of committee meetings i.e. minutes shall be circulated to the full council

4. Powers

The committee shall be empowered to:

- authorise expenditure up to £2,000 provided such expenditure is consistent with the responsibilities and areas of operation of the Highways and Byways Committee;
- deal with The Police, Horsham District and West Sussex County Council's with regard to any highways or byways matter on the Parish Council's behalf;
- put forward a budget proposal for related expenditure not later than the end of November each year;
- consider relevant communications, consultations, visit relevant sites and consider any comments from members of the public before deciding whether to submit recommendations to the Parish Council.

5. Responsibilities and Main Functions

To consider matters in relation to Highways and Byways in the parish of Slinfold

- a) To deal with the provision and maintenance of Parish Council assets on the public highway (Highways = Roads, Public Footpaths and Bridleways and Footways). Assets will include:-
 - i. Bus Shelters
 - ii. Village Signs and Gateways
 - iii. War Memorial
 - iv. Fencing and Vegetation
- b) The efficient and effective reporting of issues to West Sussex County Council (WSSC) relating to roads, pavements, public footpaths and bridleways (Public Rights of Way) trees and drainage in the parish.
- c) To actively promote Slinfold parish PROW's and inspect and report back issues on the same.
- d) To participate in any relevant meetings and work within the community in relation to Highway and Byways matters to include Community Speedwatch and the Flood Action Group
- e) To seek to influence residents and other stakeholders e.g. businesses, community groups etc. to maintain safety and take pride in the street scene i.e. the good look and feel of a rural parish.
- f) To take note of notices and any new legislation or regulations, changes in policy or other developments affecting the highways and byways.
- g) To liaise with the District and County Councils, the Environment Agency and any other group or organisation regarding highway and transport issues and infrastructure to include broadband, traffic management, bus routes timetables/issues, cycling and drainage schemes.
- h) The protection and enhancement of the Slinfold Conservation Area.
- i) To fundraise, bid or apply for grants to finance any initiatives which are consistent with the responsibilities of the committee.
- j) To review quotes >£2,000 making a recommendation to the Parish Council for approval.
- k) To work with other committees as and when projects require the involvement of other committees.
- l) To support the Clerk in the allocation of work to the Environment Officers.
- m) All correspondence shall be conducted through the Chairman and/or the Clerk of the Parish Council wherever this is possible.