



WRITTLE PARISH COUNCIL
Parish Office, The Green
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TERMS OF REFERENCE

These Terms of Reference to be approved at Full Council on 13 May 2019

HIGHWAYS AND TRANSPORT COMMITTEE (H&T)

Note: - Where these Terms of Reference conflict with the current editions of: - Code of Conduct (C of C) or Financial Regulations (FR) or Standing Orders (SO) then the C of C, FR or SO shall take precedence.

Composition

The Chair and Vice Chair plus other Councillors decided at the Annual Parish Council Meeting in May. Other Parish, City and County Councillors may attend but not vote. In addition, non-voting representatives from the Writtle Parish Plan Implementation Committee (WPPIC) can attend this committee.

Quorum

More than 50% of the Committee with a minimum of 3

Chair and Vice-Chair

The Chair and Vice Chair shall be proposed and elected annually at the first meeting of the Committee after the Annual Parish Council Meeting by the members of the Committee

Objectives

- To ensure the highways through the Parish are managed safely, efficiently and effectively.
- To liaise closely and respond with Essex County Council Highways, Chelmsford City Council and other authorities.
- To aim to achieve the objectives of the Parish Plan and review new issues as they arrive.
- To recommend the budget for the forthcoming year
- To review spending throughout the year

Highways:

- SID and speeding concerns
- Yellow lines, white lines, signage
- Safe and efficient traffic and pedestrian movement throughout the Parish
- Public Transport
- Provision and repair of bus shelters
- Parking matters
- Street lighting
- Potholes and road/pavement repair (responsibility of city and county but Committee to advise)
- Obstruction of pavements (from vehicles or from overhanging and encroaching vegetation)

It is appreciated that there may be an overlap with the Planning Committee with some aspects of Highway development

Meetings

- Committee meetings will be held at least 3 times a year with site inspections when necessary

- The Clerk or any person so delegated will prepare and issue agendas within the Statutory days prior to the meeting and make a record (minutes) of all proceedings at each meeting. Minutes will be circulated as soon as possible after the meeting to all members of the Council.
- If not fully detailed in the minutes, where appropriate, the Chair of the Highways Committee will report the work of the committee to the next regular meeting of the Council.
- The Chair will liaise with such other committees and invite members of other committees to attend its meeting as may be deemed appropriate.
- Any matter(s), which may be in conflict with the work of another committee, must be referred to the Council.