

GREAT WALTAM PARISH COUNCIL
TERMS OF REFERENCE FOR THE
HIGHWAYS & TRANSPORT COMMITTEE

1. The Highways and Transport (H&T) Committee is tasked with monitoring and analysing highways, footpath and transport matters affecting the Parish of Great Waltham.
2. The Committee's objectives are:
 - To monitor the parish's highways with the aim of making recommendations to improve safety, effectiveness and efficiency.
 - To monitor public (and all other) transport timetables and services with the aim of identifying issues for the Parish Council to raise/progress.
 - To act as the conduit for liaison with parish residents and local action/speed watch groups on highways, footpath and transport matters.
3. The Committee's scope will include:
 - Roads and road safety including parking issues.
 - Speed Indicator Devices and speeding concerns.
 - Safe and efficient traffic and pedestrian movement throughout the parish.
 - Provision and repair of bus shelters for which the Council has responsibility.
 - Passenger transport services.
 - Street lighting.
 - Pavements and footways.
 - The parish's Public Right of Way (PROW) network of footpaths, byways and bridle ways.
 - Potholes and road/pavement repair.
 - Obstruction of pavements (from vehicles or from overhanging and encroaching vegetation).
 - Flooding and other weather-related issues as they affect travel within the parish.
 - The condition of verges, ditches and grips.
 - Any other issue relating to highways, footpaths and public transport.
4. The committee may liaise and/or meet with representatives of Essex County Council Highways Department, Chelmsford City Council, other parish councils and highways related organisations, unless directed otherwise by the Parish Council.
5. It is acknowledged that there may be an overlap with the Planning Committee with some aspects to Highways development.
6. The committee will comprise a minimum of 6 members of the full Parish Council:
 - a. One member will be the Parish Council Chair.
 - b. The second member will be the Parish Council Vice-Chair.
 - c. 4 members will be appointed to the Committee at the Annual General Meeting (AGM) of the Parish Council (or at other meetings if members join by co-option).
7. A quorum of the Committee will be one half of its voting members (if applicable, rounded down).

8. At its meetings, only Committee members will be entitled to vote and each member will have one vote. The Chair of the Committee will have a second and casting vote in the event of equality of votes.
9. Essex County/Chelmsford City Councillors and representatives of parish groups may be invited to attend the Committee's meetings, but will have no voting rights.
10. The first order of business when the Committee convenes after an AGM will be to elect a chairperson of the Committee.
11. The Committee meets a minimum of 4 times a year.
12. Site meetings may be necessary, prior to or following a Committee meeting.
13. The Committee will not have any finances allocated to it.
14. Items to be discussed at a Committee meeting must be on the agenda.
15. The agenda will be published in advance of the meeting (in accordance with Standing Orders) and e-mailed to members and displayed on noticeboards.
16. Minutes of the Committee will be distributed promptly.
17. The Parish Clerk will act as secretary.