Local Government for Langton Green, Speldhurst, Ashurst and Old Groombridge

HIGHWAYS COMMITTEE

TERMS OF REFERENCE

The role of the committee is to:

a) Monitor and review highways issues within the parish with particular reference to road safety.
b) To recommend actions for the parish council to pursue with Kent County Council (KCC), Kent Police and other Stakeholders.

1. The committee will appoint a Chair at the first meeting following the Annual Meeting of the Council in May each year.

2. A Chair shall serve no more than five consecutive years.

3. In the event of the Chair's absence, the members of the committee present will appoint a Chair at the beginning of the meeting.

4. The committee will consist of a minimum of four councillors and a maximum of six.

5. The committee will aim wherever possible to have representatives from all four villages.

6. Members of the public can be appointed to the committee, up to a maximum of four (without voting rights).

7. A quorum of 3 voting members is required for each meeting.

8. There will be a minimum of three meetings per year with additional meetings as required.

9. The Highways Committee is responsible for monitoring the Highways budget and will make recommendations for expenditure to either the Finance and Governance Committee or Full Council (whichever meets first). The committee will recommend to the Finance and Governance Committee an appropriate budget for the next financial year.

10. The committee will:
    - Check progress on outstanding issues.
    - Consider any new problems or opportunities that require attention.
    - Prioritise issues going forward.
    - Establish, maintain and update long-term relationships with Kent Highway Services and Kent Police.

11. The committee will report on information received regarding the condition and maintenance of the public rights of way and recommend actions as appropriate.

12. The committee may invite people to address the committee on highways issues.

13. The Chair will report to the Parish Council at the monthly Full Council meetings and will present a report at the Annual Parish Meeting.

14. Terms of Reference will be reviewed in accordance with the council's schedule of policies.