



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

## HIGHWAYS COMMITTEE

### TERMS OF REFERENCE

1. The Committee will appoint a Chairman at the first meeting following the Annual Meeting of the Council in May each year.
2. A Chairman shall serve no more than three consecutive years.
3. In the event of the Chairman's absence the members of the committee present will appoint a Chairman, 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 four 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 Committee or Full Council (whichever meets first). The Committee will recommend to the Finance Committee an appropriate budget for the next financial year
10. The committee will:
  - Check progress on outstanding issues
  - Consider any new problems that require attention
  - Prioritise issues going forward
  - Establish, maintain and update long-term relationships with Kent Highway Services and Kent Police
11. The committee may invite people to address the committee on highways issues
12. The Chairman will report to the Parish Council at the monthly Full Council meetings and will present a report at the Annual Parish Meeting
13. Terms of Reference are to be reviewed annually