

Telephone 07725 843 505

Email Clerk@ninfieldpc.co.uk

Website <http://www.ninfieldpc.co.uk/community/ninfield-parish-council-15069/home>

03/09/2023

I hereby give you notice that you are summoned to attend the Highways, Safety & Verges Committee meeting on Friday 8th September 2023, 11:30 am at Sparkes Pavilion when it is proposed to transact the following business.

Signed

Jackie Scarff, Clerk & RFO

BUSINESS TO BE TRANSACTED

- 1. To elect a chairman for the committee**

- 2. To elect a vice chairman for the committee**

- 3. To receive and accept apologies** and reasons for absence in accordance with the Local Government Act 1972 S 85 (1).

- 4. Disclosure of Interests**
In accordance with the Localism Act 2011 to receive any disclosure by Members of personal interests in matters on the agenda, the nature of the interest and whether the member regards the interest as prejudicial under the terms of the Revised Code of Members Conduct

To consider granting any dispensations.

Note: Any changes to register of interests should be notified to the clerk.

- 5. Public participation session re matters on the Agenda at the Chairman's discretion.**

- 6. Exclusion of the Public**
To exclude the public for a particular agenda item the following resolution must be passed.

'Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.'

- 7. Minutes of previous meeting** to be considered for approval and signed as a true record. Highways, Safety & Verges Committee meeting held Friday 24th March 2023.

- 8. Matters for discussion.**
 - a To review with a recommendation for approval the terms of reference for the committee.**

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- b **To agree a project plan for the traffic calming project.**

9. Communication

Correspondence – to note for possible inclusion on next agenda.

Circulation to all Councillors.

In accordance with The Data Protection Act 2018 all attendees of the meeting are hereby notified that the meeting will be recorded as an aide memoire for the clerk when compiling the minutes. The recordings are held securely and are deleted after the resolution that the minutes are a true and correct record.

Members of the public should be aware that being present at a meeting of the Council or one of its committees or sub-committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present. A person or persons recording the parish meeting are reminded that the "Public Session" period may not be part of the formal meeting and that they should take legal advice for themselves as to their rights to make any recording during that period.

Ninfield Parish Council

Highway, Safety and Verges Committee

Terms of Reference.

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

A. MEMBERSHIP

1. This Committee shall consist of a minimum of four members who shall be elected and may be re-elected, each year at the first meeting following the Annual Meeting of the Parish Council. The Clerk is an officer of the Committee.
2. A quorum of three councillors is required for meetings to take place to include the chair or vice chair.

B. PROCEDURES

1. The Committee will operate in accordance with Local Government law and in accordance with the Council's Standing Orders.
2. At the first meeting of the Committee after the Annual Meeting of the Parish Council, the Committee shall elect a Chairman for the forthcoming year from amongst the Committee membership. The Chairman may be re-elected.
3. The Committee will submit its minutes of meetings for ratification to the next meeting of the Parish Council.
4. The Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting in the late autumn/early winter annually.
5. The Committee has delegated executive powers to place orders for works and services within the limitations of the approved annual budget of the committee. The committee shall be able to approach Full Council for increased funds should it become necessary to discharge its duties, however funds are not to be automatically granted.
6. The Clerk to the Council shall provide administrative support for the Committee.
7. All correspondence shall be conducted through the Clerk of the Parish Council unless with prior agreement of the Committee.

C. FREQUENCY OF MEETINGS

1. The Committee shall meet on a quarterly basis and when necessary. The Clerk and /or Chair is to be responsible for calling a committee meeting.

D. COMMITTEE FUNCTIONS

1. The Committee is empowered to manage and maintain the council assets within the areas defined by this committee on behalf of the Parish Council. That is, on the highways and verges within the Parish.
2. The Committee will put forward proposals for improvements and development and any other capital expenditure for the agreement of the Parish Councils when requesting funding for the following financial year.
3. If additional or alternative capital expenditure is deemed necessary or desirable this is to be referred back to the Parish Council for its approval.
4. The committee will agree a list of priority projects for the year.
5. To organise via a quarterly rota a check of the assets using the approved checklist and to send the completed list to the clerk.
6. The Committee may appoint non-parish council members to join a working party or provide advice to the Committee but they may not have a vote on any motions.
7. To review income /expenditure relating to sports & recreation and produce a report for the Finance Committee and Parish Council.
8. Committee members may procure training as required to carry out its function in line with the budget.
9. Work with principal authorities and their representatives, to resolve current transport and highway issues including road repairs, parking enforcement, bus services, signage etc. affecting the local Community across the Parish.
10. Consider, consult and propose sustainable transport improvement schemes across the Parish with the purpose of enhancing access and movement by walking, cycling, public transport and driving in line with the council's declared climate and biodiversity emergency.
11. To include two SLR meetings per year within the committee's regular meetings.
12. To monitor the state of upkeep and general maintenance of all Highways, verges and pavements within the Parish boundary, including problems caused by overgrown or overhanging foliage and

damage to verges, and to ensure that appropriate action is taken by landowners or the Local Authority.

12. To consider and make representation on speed limits and traffic calming measures.

E. DELEGATED POWERS

1. The Committee can incur expenditure in line with the delegated budget.
2. The Committee can authorise the Clerk to carry out essential repairs and any unforeseen events which require immediate action. The Clerk must first make all reasonable effort to consult with two councillors in accordance with the Parish Council's Financial Regulations.

These Terms of Reference are to be reviewed on an annual basis.