

Bourton on the Water Parish Council (“the Council”)

Highways Committee Terms of Reference

The Highways Committee has the power to make decisions on behalf of the Council as set out below, and to spend/manage the Committee’s annual budget as approved by Council:

Number of Seats:	7
Chairman:	To be elected from the Committee
Quorate:	Minimum of 3
Term of Office:	1 year
Meeting frequency:	Monthly
Budget:	As approved annually by Council

RESPONSIBILITIES

- a) To comment on consultations from national, county or district authorities that are likely to have an impact on the village in respect of all highway issues
- b) To be pro-active in the development of the village’s highway infrastructure with the object of improving the aesthetic and amenity quality of the village’s highways and footpaths. This includes all highway related matters including street lighting, car parks, scheduled footpaths and bridle ways, highways obstructions
- c) To support, promote and encourage conservation and sustainability of renewable and non-renewable energy and other resources.
- d) To monitor the collection of litter within the village, provide or renew general or dog litter bins where necessary and support and encourage re-cycling schemes
- e) To make provision for adverse weather
- f) To work pro-actively with various authorities such as county and district councils, utility companies, parking enforcement agencies and the Police in all matters relating to highways, traffic and litter
- g) To support other committees as and when appropriate

DUTIES AND POWERS

- h) To manage, monitor and spend sums in the approved Committee budget subject to the Committee’s minuted decision
- i) With due regard to Health and Safety legislation, to identify and assess any risks associated with the Committee’s remit and, where needed, identify mitigating actions
- j) To make the relevant decisions on behalf of the Council, for the overall responsibility of the above, and when appropriate, to refer matters to full Council for approval
- k) Power to authorise correspondence that will not, in itself, result in council expenditure or bind the council to any course of action, except for that already approved or provided for in the annual budget
- l) To respond to relevant applications and consultations in a timely manner
- m) To refer major or contentious highway applications to Council with recommendations
- n) To present minutes to Council each month for information/consideration/approval
- o) To consider and agree projects/activities on an annual basis
- p) To prepare by October in each year project and budget proposals for the following financial year, for Council’s approval