

Terms of Reference

Highways Committee

1 Membership

- a) Membership is 9 members of the Parish Council, including Chair and Vice Chair “ex-officio”
- b) Membership of the Committee shall be determined at the Annual Meeting of the Parish Council and subsequent Parish Council meetings if the need arises.
- c) The Committee shall appoint a Chair by election from members of the Committee at the first meeting in any Council year
- d) The Committee can co-opt up to 3 ad-hoc members from residents on the electoral register; co-opted members do not have a vote

2 Quorum

The quorum necessary for the transaction of any business shall be 3. If the number of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum then the meeting shall be adjourned and business not transacted shall be transacted at either the next Parish Council meeting or the next meeting of the Committee.

3 Frequency of meeting

The Committee shall normally meet 4 times per year, as per the calendar of public meetings circulated by the Clerk at the beginning of the year, as long as there is business to conduct and at such times as the Committee Chair shall require:

- a) at least one meeting per quarter shall be called to draft the Committee’s quarterly report to the Parish Council, including advance notice of any strategic projects it is considering that may require finance and/or approval of the Parish Council
- b) at least one meeting shall be called to draft the Committee’s annual report to the Parish Council

4 Notice of meetings

a) ordinary meetings

The Parish Clerk shall call an ordinary meeting of the Committee at such time as agreed by the Committee or the Committee Chair. Agenda shall be available (published on website and all four Parish Council Notice Boards) at least 5 clear days prior to the committee meeting and supporting statements available (published on website) at least 3 clear days prior to the committee meeting.

b) extra ordinary meeting

An extra ordinary meeting can be called by the Chair or two Parish Councillors in writing specifying the agenda item to be discussed. The Clerk must then call the meeting within 14 days publishing the agenda at least 5 clear days before the meeting date.

5 Minutes of meetings

Every meeting of the Committee shall be minuted and the minutes formally agreed by the Committee at its next meeting. The draft minutes shall be published (clearly marked “draft, subject to amendment”) on the website normally within 3 working days and a copy sent to the Cottenham Library also within 3 working days.

6 Areas of responsibility

The Highways Committee has delegated authority to:

- a) develop a 4-year strategic framework, (reviewed at least annually) for desirable improvements to the village's traffic issues, including the needs of pedestrians, drivers and businesses throughout the village
- b) monitor traffic management and speeding issues within the village; and report to the relevant authorities
- c) monitor transport issues including those related to parking, cyclists, bus service and shelter requests; and report to the relevant authorities
- d) co-ordinate with Highways Division and County Council Traffic Management
- e) make representation to the relevant authority in respect of highways management and maintenance e.g. roads, footpaths, pavements, cycle ways, bridleways, street furniture and lighting, gritting, bollards, and other observations
- f) report matters associated with Highways projects and consultations, e.g. A14, HCV, Double Yellow line request, speed limit issues and new and proposed traffic control schemes to the relevant authorities
- g) formulate bids for schemes; noting these require budget approval by Finance, Legal & Administration Committee and/or Parish Council prior to submission
- h) monitor and report (at least quarterly) progress on all current traffic-related projects for which the Parish Council bears some or all the costs, including specifically any deviations from planned cost, functionality or timescale profiles
- i) review traffic-related aspects of possible and planned future developments and advise the Planning Committee, Parish Council and other relevant authorities

7 Delegation of powers

- a) For convenience in cases where an urgent response is required to areas delegated to this Committee, the Chair of the Committee together with one other person serving on the Committee and the Clerk may prepare and submit a representation on behalf of the Parish Council without referring to the Parish Council, provided a report is made in writing to the next available meeting of either the Committee or the Parish Council whichever is sooner.
- b) Noting emergency financial delegation policy for the Clerk, the Chair of the Committee and Clerk together with one other person serving on the Committee may approve spending, up to £1,000 plus VAT in a quarter, on professional advisory services without referring to the Parish Council, provided that the Committee and Responsible Financial Officer (RFO) are notified, and a report is made in writing to the next available meeting of either the Committee or the Parish Council whichever is sooner.

8 Precedence

The Parish Council's adopted Standing Orders, Financial Regulations and Code of Conduct retain precedence over these Terms of Reference.