



WRITTLE PARISH COUNCIL
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TERMS OF REFERENCE

Version Number	Date	Author	Notes
1.0	May 2019	L Fox	Agreed at Highways and Transport Committee Meeting – 20 May 2019
1.1	21 September 2020	L Fox	Agreed at Highways and Transport Committee Meeting – 21 September 2020
1.2	6 July 2021	L Fox	Agreed at Highways and Transport Committee – 12 July 2021
1.3	17 May 2022	L Fox	Agreed at Highways & Transport Meeting – 23 May 2022
1.4	23 March 2023	J Atterbury	Agreed at the PCM – 3 April 2023
1.5	21 March 2024	L Fox	Approved at PCM– 8 April 2024
1.6	2 April 2025	J Atterbury	Approved at the PCM on 7 April 2025
1.7	17 March 2026	J Atterbury	Approved at PCM 13 April 2026

HIGHWAYS AND TRANSPORT COMMITTEE (H&T)

Note: - Where these Terms of Reference conflict with the current editions of: - Code of Conduct (C of C) or Financial Regulations (FR) or Standing Orders (SO) then the C of C, FR or SO shall take precedence.

Composition

Parish Council members to be agreed at the Annual Parish Council Meeting in May. Other Parish, City and County Councillors may attend but not vote.

Quorum

More than 50% of the Committee with a minimum of 3

Chair and Vice-Chair

The Chair shall be proposed and elected annually at the Annual Parish Council Meeting. The Vice Chair shall be proposed and elected annually at the first meeting of the Committee after the Annual Parish Council Meeting by the members of the Committee.

Objectives

- To ensure the highways through the Parish are managed safely, efficiently and effectively.
- To liaise closely and respond with Essex County Council Highways, Chelmsford City Council and other authorities.
- To aim to achieve the objectives of the Parish Plan, Village Design Statement and Neighbourhood Plan and review updated versions as they arrive.
- To recommend the budget for the forthcoming year.
- To review spending throughout the year.
- To endeavour to keep up to date with national and local developments. Members are encouraged to attend available training.

Highways:

- Speed Indicator Devices and speeding concerns
- Yellow lines, white lines, signage
- Safe and efficient traffic and pedestrian movement throughout the Parish
- Public Transport
- Provision and repair of bus shelters
- Parking matters
- Street lighting
- Potholes and road/pavement repair (responsibility of city and county but committee to advise)
- Obstruction of pavements (from vehicles or from overhanging and encroaching vegetation)

It is appreciated that there may be an overlap with the Planning Committee with some aspects of Highway development.

Meetings

- Committee meetings will be held at least 3 times a year with site inspections when necessary
- The Clerk or any person so delegated will prepare and issue agendas within the Statutory days prior to the meeting and make a record (minutes) of all proceedings at each meeting. Minutes will be circulated as soon as possible after the meeting to all members of the Council.
- If not fully detailed in the minutes, where appropriate, the Chair of the Highways Committee will report the work of the committee to the next regular meeting of the Council.
- The Chair will liaise with such other committees and invite members of other committees to attend its meeting as may be deemed appropriate.
- Any matter(s), which may be in conflict with the work of another committee, must be referred to the Council.
- The Chair will represent the Highways and Transport Committee on the Executive and Finance Committee.
- The Highways and Transport Committee is authorised to establish sub-committees and working groups and appoint advisors to assist in this work. The sub-committees or working groups must have agreed terms of reference and a timeframe for them to operate.

Review: April 2027