

Histon & Impington Parish Council

Highways Committee

Terms of Reference

April 2012

(revised May 2013 following amalgamation of Highways Management and Strategic Transport Committees)

Membership

- Membership of the Committee is seven councillors + Ex Officio. Membership of the Committee shall be determined at the Annual Meeting of the Council
- The Committee shall appoint a Chairman by election from members of the Committee at the first meeting in any financial year.

Quorum

The quorum necessary for the transaction of any business shall be **three**. 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 full Council meeting or the next meeting of the Committee or on such a day as the Chairman may fix.

Frequency of meeting

The Committee shall normally meet bi-monthly as long as there is business to conduct and at such times as the Committee Chairman shall require.

Notice of Meeting

The Parish Clerk will call a meeting of the Committee at such time as agreed by the Committee or the Committee Chairman and publish the Agenda following standard Council practice

Minutes of Meetings

Every meeting of the Committee shall be minuted and the minutes agreed by the Committee at its next meeting. The minutes shall then be published according to standard Council practise. Draft minutes may be published with the agreement of the Committee, so long as it is clearly indicated that they are draft and could be subject to change at a later date.

Highways Committee Terms of Reference, Histon & Impington Parish Council
Adopted: 14 May 2012 (revised May 2013)

Clerk: Mrs. A J Young, Parish Office, New Road, Impington, Cambridge, CB24 9LU
Tel: 01223 235906 Fax: 01223 235906 Email: clerk@hisimp.net
www.hisimp.net

Area of Responsibility

The Committee has the delegated authority to:

- Monitor traffic management, parking and speeding problems within the villages
- Monitor transport issues, including cyclists, Guided Busway, bus service and shelter requests
- Co-ordination with Highways Division and County Council Traffic Management
- Make representation to the relevant authority in respect of highways management and maintenance i.e., roads, footpaths, cycle ways, street lighting, Gritting, bollards, street name signs and other observations from walkabouts
- Develop a transport strategy for the villages
- Report matters associated with Highways projects and consultations, i.e A14, HCV, Co Op Crossing, Double Yellow line request, speed limit issues, A14 toucan and new and proposed traffic control schemes
- Formulate bids for schemes such as Jointly Funded Minor Improvements Schemes

Delegation of Powers

The Committee may spend up to its agreed delegated budget without recourse to Full Council on items or cost categories that have been budgeted. Virement can be made between cost categories if necessary. Any items that have not been budgeted for must be referred to full Council as soon as possible.

Noting delegation policy for the Clerk, the Chairman of the Committee and Clerk together with one other person serving on the Committee may approve spend within budget and for approved projects without referring to Full Council, for report in writing at the next available meeting.

Clerks Delegation of Powers

The Clerk may proceed with any project up to a limit of 1% annual precept once decision to proceed taken by Council or Committee

The Clerk may spend on any matter deemed as an emergency, up to 1% of annual precept in total under specified budget headings in any one reporting period

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