

Denmead Parish Council
Highways & General Purposes Committee



Membership and Terms of Reference

1. Membership
 - 1.1. The Committee is a standing committee, and its membership will be appointed at the Annual Council Meeting of Denmead Parish Council (“DPC”) in May each year.
 - 1.2. The Chairman and Vice Chairman of the Council will automatically be ex-officio.
 - 1.3. The Committee may co-opt persons that are not members of DPC to sit in an advisory capacity as required but such co-opted persons shall have no voting rights.

2. Quorum For Meetings
 - 2.1. A quorum of the Committee will be at least one-third of the members of the Committee (rounded down) and in no case shall the quorum of a meeting be less than three.

3. Chairmanship of the Committee
 - 3.1. The Chairman of the Committee will be appointed at the Annual Council Meeting.
 - 3.2. At the first meeting of the Committee after the Annual Council Meeting, the Committee may elect a Vice-Chairman.
 - 3.3. Co-opted persons are not eligible to act as Chairman of the Committee.

4. Voting in Meetings
 - 4.1. Each member will have one vote.
 - 4.2. The Chairman of the Committee will have a second and casting vote in the event of an equality of votes.
 - 4.3. Voting will normally be on a show of hands.
 - 4.4. At the request of a member the voting shall be recorded so as to show whether each member present and entitled to vote gave their vote for or against or abstained.

5. Rules of Debate

The rules of debate as set out in DPC’s Standing Orders will apply to the Committee.

6. Duties of the Committee
 - 6.1. Responsibilities will include the consideration of and the making of representations to the appropriate Authority if necessary, on any matter relating to:
 - 6.1.1 roads and road safety including parking issues
 - 6.1.2 Pavements and Greenways
 - 6.1.3 Passenger transport services
 - 6.1.4 The local footpath network
 - 6.1.5 Any other issue relating to highways, footpaths and public transport
 - 6.2. The consideration and response to any highways or general purposes related consultation received by the Council.
 - 6.3. The appointment, if required, of a Council representative to attend and speak for the Council, at any public hearing arising from appeals to an appropriate Authority or at any other hearing at the committee of a decision-making Authority.
 - 6.4. The convening of any site meeting that may be required to address highways and general purposes issues.
 - 6.5. Dealing with any other highways and general purposes related issue that affects Denmead and surrounding areas.
 - 6.6. Any urgent works or matters which must be resolved before the next Committee meeting may be dealt with by the Committee Clerk or Operations Manager in consultation with any two members of the Committee, one of whom must be the

Chairman or Vice Chairman of the Committee (or in the absence of both, the Chairman or Vice Chairman of DPC).

7. Frequency of Meetings

- 7.1. The Committee will meet a minimum of eight times a year – approximately every six weeks.
- 7.2. Other meetings may be called by the Chairman of the Committee, as necessary.

8. Approval and Review

- 8.1. These Terms of Reference were approved by DPC on 9th November 2022 and shall be reviewed annually by the Committee following the Annual Council Meeting.
- 8.2. Any proposed amendments to these Terms of Reference must be approved by DPC.