

WOULDHAM PARISH COUNCIL- ROADS, FOOTPATHS & LIGHTING WORKING GROUP

TERMS OF REFERENCE

Approved by Wouldham Parish Council on ____

1 OBJECTIVE

The Road, Footpaths and Lighting Working Group is responsible for maintaining the quality of the roads, footpaths and lighting around the Parish. It and has the power take action on behalf of the Council as set out below. (these powers are the same and any individual resident)

2. MEMBERSHIP

- 1.1 The Working Group shall consist of **4** Parish Councillors, who shall be elected each year at the Annual Meeting of the Parish Council.
- 1.2 Quorate: Minimum of 3 members
- 1.3 Existing Working Group members are eligible for re-election.
- 1.4 The Working Group may, at its discretion, invite other Councillors or non-Councillors whose expertise and knowledge will be beneficial to Working Group deliberations.
- 1.5 The Working Group shall not make decisions affecting funding

3. AREAS OF RESPONSIBILITY

- 3.1 The Working Group has the responsibility for reporting, monitoring, researching and making recommendations to Full Council via the Working Group spreadsheet.

Roads	notify relevant authorities/companies of potholes, damaged road furniture, fly tipping, and Signage.
Footpaths	Monitor overgrown vegetation, safe pavement surfaces.
Lighting	Report lights not working - electric equipment, any lights that have vegetation on them either causing safety issues or blocking out the light.
Village Car Park and pathway	monitor condition and signage

Special Projects develop and progress any special projects identified in the precept to be presented to Full Council for decision.

- 3.2 Research and recommend orders for works and services in accordance with the Parish Council's Financial Regulations and within the limitations of the approved budget of the Working Group.
- 3.3 The Working Group can research and recommend street light repairs and upgrades within the Parish to the amount of the budget, less monthly payments.
- 3.4 The Working Group can host meetings with other interested parties regarding roads, footpaths and lighting.
- 3.5 All correspondence shall be copied or processed through the Clerk of the Parish Council.

4. MEETINGS

- 4.1. The Working Group will meet as the workload requires, with a minimum of 3 days clear notice.
- 4.2 Minutes of all meetings will be kept by the Working Group and forwarded to the Clerk by the 20th of the month

Reviewed:

Signed: