

# HARTFIELD PARISH COUNCIL

## RIGHTS OF WAY COMMITTEE

### TERMS OF REFERENCE

1. ROLE

The Rights of Way Committee is responsible for all matters relating to footpaths, bridleways and byways open to traffic, roads used as public paths (RUPP) and Tree Preservation Orders.

2. MEMBERSHIP

An optimum of eleven members, both Parish Councillors and members of the public. The Chairman of the Committee plus two other members must be Parish Councillors. Further members may be co-opted, subject to the approval by the Parish Council.

Note – The Chairman and Vice-Chairman of the Parish Council are ex-officio members of the Rights of Way Committee.

3. CO-ORDINATION

Co-ordination will be undertaken by the Chairman of the Committee, who will also ensure that minutes of the meetings are taken.

4. FREQUENCY OF MEETINGS

The Rights of Way Committee will meet 2 times a year, or more frequently if necessary.

5. QUORUM

The quorum for the Rights of Way Committee will be 4, at least 3 of whom must be Parish Councillors.

6. VOTE

All members may vote on matters of opinion to help inform decisions of the Parish Council.

7. RESPONSIBILITIES

- a) To advise and make recommendations to the Parish Council over matters relating to establishing, re-establishing, protection, maintenance, closure, diversion or modification of Parish footpaths, bridleways, byways open to all traffic and roads used as public paths (RUPP).
- b) Where appropriate, liaise with and support the work of those with statutory responsibilities for maintaining the rights of way network. The committee may organise working parties to undertake maintenance and way marking. Working parties may consist of Parish Councillors and members of the public. The Committee will identify a leader who will be responsible for organising a specific working party, for the health and safety of those involved and for reporting back on work carried out.
- c) In the event that any business may be confidential, the Committee may vote to hold a closed session from which members of the public may be excluded.
- d) Trees and hedges on all Rights of Way.

8. REPORTING ARRANGEMENTS

The minutes of each Committee meeting will be distributed to the Parish Council and posted on the Parish Council web-site.

**Items falling outside the terms of reference should be referred to the appropriate committee or the full Parish Council.**