

HOW CAPLE, SOLLERS HOPE AND YATTON GROUP PARISH COUNCIL

Highways and Footpaths Working Group Terms of Reference

Membership

Up to five parish council members plus (up to four) interested residents. Non parish councillors can be invited to join the working group. This working group will have a quorum of two.

Roles and responsibilities

A written report with recommendations will always be presented to the full council for approval. The Working Group will meet as and when necessary to:

Highways:

- ✓ Recommend a councillor (and deputy) for appointment by the full council to oversee the lengthsman scheme, including;
 - Identifying work
 - Consulting with the parish council over work priorities
 - Issuing work orders, in consultation with the Clerk
 - Monitoring standard of work.
- ✓ Discuss traffic management issues such as reviewing effectiveness and data of SID
- ✓ Respond to Highways and Transport consultations.
- ✓ Consider other transport initiatives.

Footpaths:

- ✓ Recommend appointments and work with the Parish Footpath Officer/s
- ✓ Support the PFO's to maintain and enhance the PROW network or recommend to council suitable contractors available to do work
- ✓ Advise the Council on any proposals to modify footpaths and bridleways within the parish and to seek local opinions
- ✓ Liaise with local landowners and managers and with neighbouring parishes where appropriate.

Term of Office

Membership of the WG will be confirmed at the Annual meeting of the Parish Council, with a major review, including leadership, to be held every four years in the year following parish council elections.

Succession planning

The group will have a Leader and a deputy-Leader (who will be expected to take over as Leader). The remaining members will be composed of potential successors, as well as those who have been previously serving on the WG. It is important that both momentum and knowledge are kept within the WG's.

Training

It is expected that members will undertake relevant training (external or in-house), as identified by the Clerk and there will be a sufficient hand-over process between an outgoing Leader and his/her successor.

Useful reading

<https://www.herefordshire.gov.uk/directory-record/5547/local-transport-plan>

<https://www.herefordshire.gov.uk/roads-1>

<https://www.gov.uk/government/publications/transport-in-rural-areas-local-authority-toolkit/transport-in-rural-areas-local-authority-toolkit>

<https://www.herefordshire.gov.uk/public-rights-way>

HC Guide to Riparian Ownership:



Riparian_owner__
Good_maintenance_

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Adopted: 11 July 2023