

# ROADS AND HIGHWAYS COMMITTEE

## TERMS OF REFERENCE

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### 1. Background

- 1.1. NNPC has identified a variety of problems with the Roads, Footpaths and surrounding areas that need attention.
- 1.2. Devon CC and South Hams District Council have reduced spending on Roads and Highways resulting in defects (both dangerous and not dangerous) not being repaired.
- 1.3. Lack of routine maintenance to the roads, drains and ditches has resulted in minor problems becoming major problems.
- 1.4. Our narrow roads and lack of verges/pavements mean that vehicles and pedestrians often have to share the same small space. The risk to pedestrians and other road users is increased due to excessive speed.
- 1.5. Narrow roads coupled with lack of off-road parking for residents and visitors, and an increase in delivery vehicles, can all lead to blocked roads which in turn can increase risk. Blocked roads have an impact on the Emergency Services as well as other road users.

### 2. Purpose

- 2.1 Roads and Highways Committee (RHC) will identify areas and devise plans to reduce flooding caused by blocked drains and culverts.
- 2.2 RHC will identify areas and devise plans for the maintenance and / or improvement of the roads and surrounding areas.
- 2.3 RHC will identify areas and devise plans for reducing the risk of accidents on our roads.
- 2.2 RHC will seek relationships with other active groups in the Parish to improve safety on our roads.
- 2.3 Links will be forged with County and District Officials, neighbouring parishes and other external agencies.

### 3. Structure

- 3.1 RHC will comprise of at least four members of NNPC. Up to two Co-opted members from the Parish community will also be invited to join.
- 3.2 RHC will be chaired by a member of NNPC.
- 3.3 Decision making inside the Committee will be conducted through a democratic vote. The chair will have a casting vote.
- 3.4 RHC will draw on expertise from within or without the Parish as required to ensure efficient and effective business.

### 4. Jurisdiction

- 4.1 RHC will meet monthly and publicise an agenda prior to meeting.
- 4.2 RHC will report and make proposals to NNPC and meeting notes will form part of the NNPC agenda.
- 4.3 NNPC will encourage the activities of the RHC in line with NNPC requirements. NNPC will have the ultimate responsibility for considering and, when agreed, implementing RHC actions.
- 4.4 RHC will follow all relevant legislation including Traffic Safe Working practices (Chapter 8).

### 5. Finances

- 5.1 RHC is established without a budget. Any financial matters will be conducted through the auspices of N&NPC.

### 6. Review

- Adopted:** March 2022  
**Review:** Annually in May  
**Latest review:** May 2022

