



Working for the Community in Rotherfield, Mark Cross, Eridge Green, Boarshead and surrounding areas

HIGHWAYS LIGHTING AND TRANSPORT COMMITTEE

TERMS OF REFERENCE

Membership:

- Membership shall consist of a minimum of six Council members elected annually, along with the Chairman and Vice Chairman of the Parish Council as “ex officio” members of all the Council’s Committees.
- A Chair and Vice Chair of the committee shall be elected at the Annual Meeting of the Council and the members appointed.
- A quorum shall consist of the Chairman and four further members.

The Committee will make recommendations to the Parish Council as follows:

- For an annual budget allocation based on specific planned projects, maintenance of assets and running costs for Parish street lighting.
- For ways of improving the condition and safety of the highway and rights of way network within the Parish and lobby ESCC Highways, Sussex Police and other relevant bodies regarding these.
- For ways to improve the safety of pedestrians and other road users.
- To propose any environmental and/or highways improvement schemes considered to be in the best interests of the parish.

The Committee has delegated responsibilities as follows:

- To act within the annually agreed budget and expenditure guidelines.
- To monitor street cleansing, public waste-bins and litter.
- To maintain and provide bus shelters within the Parish.
- To monitor and raise car parking issues in the Parish with ESCC and/or Sussex Police.
- To support the Parish Speedwatch Team.
- To monitor and annually review the litter-picker's contract in conjunction with the Recreation and Burial Committee.
- To monitor the network of Rights of Way within the Parish and raise issues with the East Sussex County Council Rights of Way Team for action.
- To consult the public and monitor opinion on highways and lighting issues and take action if within the Council’s powers and budget if considered necessary or raise these issues with East Sussex County Council Highways Department or other relevant authority.
- To consult the public and monitor opinion on issues associated with public transport serving the Parish:-
- For bus services, issues to be raised with the operator concerned or with East Sussex County Council if the service is provided on their behalf.
- For rail services, issues to be raised with the operator concerned or via the Uckfield Rail Line Parishes Committee on which the Parish has a representative.
- To consider and respond to consultation documents relating to highways, transport and lighting issues.

Las Edit: Monday, 13 October 2025 1:22 PM

Clerk & RFO: Adam J Hardy, 3 Trinity Mews, Mill Crescent, Crowborough, East Sussex TN6 2QU

Tel: 07969512099. Email: clerk@rotherfieldparishcouncil.gov.uk

Parish Council Website: www.rotherfieldparishcouncil.co.uk and on Facebook

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- To identify potholes and other outstanding maintenance issues to the highway network within the parish, refer them to the Highways Authority, Parish Highways Steward or utility provider and monitor progress.
- To monitor the state of grass verges within the Parish and refer action to preserve and maintain them if necessary to the Parish Council and the Highways Authority.
- To monitor trees and hedges adjacent to public highways and other rights of way and take appropriate action or liaise with the Highways Authority, in cases where these are causing obstruction to vehicles, pedestrians or street lighting.

Meetings:

- The Clerk will compile a meeting timetable each year for the Committee, with meetings be held quarterly.
- Minutes of all meetings will be recorded by the Parish Clerk. Draft minutes will be circulated to all Council members and published on the Council website as soon as available.
- All Councillors are welcome to attend meeting of this Committee but only those appointed to it may participate and vote.
- The Clerk is to arrange bi annual “Strengthening Local Relationship” meetings for any member of the Council to meet with East Sussex County Council Highways Officers to discuss matters of common interest.

Reviewed: April 2025

These terms of reference are to be reviewed annually.

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