

STEYNING PARISH COUNCIL

COMMITTEE TERMS OF REFERENCE

In the context of these Terms of Reference the Proper Officer is also the Responsible Financial Officer and Steyning Centre Manager

HIGHWAYS & LIGHTING COMMITTEE

Main functions: To oversee all highways and lighting issues in liaison with West Sussex County Council. To manage and make decisions on the upkeep and repair of the Town Clock, Parish owned Bus Shelters and Public Toilets and street sweeping, litter-picking and litter-bin emptying. To oversee the Town car parks in liaison with Horsham District Council. To make recommendations to the Council on any matters it deems necessary.

- (a) To prepare an annual budget for submission to the Finance & Community Committee (F&C) before the end of the fiscal year.
- (b) To monitor the Committee's monthly and annual budget and to advise the F&C Committee of any potential overspend.
- (c) To be responsible for and make decisions on any matter delegated to it by the Council or any other Committee/Management Group or, any matter deemed appropriate for this committee.
- (d) To make appropriate recommendations in respect of grants to community groups.
- (e) To delegate authority to the Proper Officer and/or Councillors such actions as it deems necessary to ensure that the Committee's decisions are carried out efficiently and expediently and to ensure that the Proper Officer and/or Councillors report back to the Committee on what actions have been taken on its behalf.
- (f) To ensure that the Proper Officer complies with any delegated authority that he/she may be given from time to time by the Committee
- (g) To be responsible for and make decisions on the following:
 - (i) Maintenance of the bus shelters
 - (ii) Maintenance of the Town Clock
 - (iii) Public Notice Board
 - (iv) Maintenance of the roadside Public Seats owned by the parish as applicable
 - (v) Parish footway lighting and all up-grading schemes.
 - (vi) Public Footpath matters and;
 - (vii) Road safety issues and TRO's.
 - (viii) Hanging baskets and flower tubs and lamppost testing as required.
 - (ix) Monitor contracts and agreements with regard to litter clearance and bin emptying.
 - (x) Management of the public toilets and to deal with any issues regarding the lease of the building from HDC.
 - (xi) The provision, management and maintenance of trees situated on parish owned land (specifically on highways).
- (h) The maximum membership of this Committee is 7.