



LISS PARISH COUNCIL

Highways, Footpaths and Transport Committee Terms of Reference and Membership

Membership

The Committee is a standing committee and its Membership will be appointed at the Statutory Annual Meeting of the Liss Parish Council ("LPC") in May each year.

The Chair and Vice Chair of the LPC will automatically be ex-officio members. LPC may co-opt such other members that are not members of the LPC to sit in an advisory capacity as required.

Quorum for Meetings

A quorum of the Committee will be one half of its voting members. In the event of an uneven number of appointed voting members a quorum of the Committee shall be one half of the voting members rounded down.

Chairship of the Committee

At the first meeting of the Committee following the Annual Statutory Meeting the first item of business will be to elect a Chair and the Committee may elect a Vice-Chair if necessary.

Co-opted members are not eligible to act as Chair of the Committee.

Voting in Meetings

Each member will have one vote; the Chair of the Committee will have a second and casting vote in the event of an equality of votes.

Co-opted members will have no voting rights.

Voting will normally be on a show of hands. At the request of a Councillor Member the voting shall be recorded so as to show whether each Councillor present and entitled to vote gave their vote for or against that question or abstained from the vote.

Rules of Debate

The rules of debate as set out in the LPC's Standing Orders will apply to the Committee.

Frequency of Meetings

The Committee will meet a minimum of four times a year. Other Meetings shall be called by the Chair of the Committee as necessary.

Duties of the Committee

Responsibilities will include:

1. Setting priorities for Community Infrastructure Levy ("CIL") and Section 106 ("S106") monies for Transport Initiatives.
2. Consideration and making representation to the appropriate authority, if necessary, any item relating to:
 - a. Roads, road safety and parking.
 - b. Footways including pavements.
 - c. Footpaths including Rights of Way.
 - d. Passenger transport services.
 - e. Any other issue relating to highways, footpaths and public transport
3. Setting priorities for the Lengthsman Scheme.

Adopted by Liss Parish Council on 19th May 2025.

To be reviewed annually.