

WITHYHAM PARISH COUNCIL

RIGHTS OF WAY ADVISORY COMMITTEE

Responsibility: Rights of Way Committee/Full Council

Review Cycle: Annually or earlier in the event of legislative changes

Date of Adoption/Renewal	Date for review
May 2023	May 2024

TERMS OF REFERENCE

The Rights of Way Committee is an advisory* committee of Withyham Parish Council ["the Council"].

CONSTITUTION

3 parish Councillors will normally be appointed to the Rights of Way Committee, and up to 9 other Members of the Public may be co-opted as required.

CHAIR

The Rights of Way Committee shall elect from its number a Chair and Vice Chair annually. The Chair should not serve more than 3 consecutive years.

MEETINGS

1. The Rights of Way Committee shall meet with reasonable frequency as required to fulfil its purpose.
2. Meetings will normally be supported by the Parish Clerk, Assistant Clerk or Administrator.
3. The dates and venues and agenda will be notified at least three days in advance, emergencies excepted.
4. Members of the public may attend.
5. Minutes of each meeting are to be drawn up (and distributed to all Councillors and members of the Committee within 10 working days) and duly signed at the next meeting.
6. Members of the public may be co-opted to the Committee by their expressing an interest to the Clerk or by recommendation from the existing committee members to Council, where a vote will be held.

QUORUM

This must comprise three members. In the event that the committee is not quorate for a particular meeting, the Clerk will identify an alternative date.

PURPOSE

- a. To supervise the Public Rights of Way of Withyham Parish so that they may remain open to the public
- b. To oversee the maintenance of Rights of Way with particular regard to safety of the public and the parish council legal responsibilities
- c. To allocate responsibility for regular inspection of Rights of Way by Committee members
- d. To receive proposals, advice and complaints about Rights of Way from authorities, organisations, landowners and occupiers and the public
- e. To have regard for owners and occupiers of land over which Rights of Way run as well as the interests of users
- f. To consider any additional or variation to the Rights of Way network within the parish that it may feel appropriate, and make recommendations to Council

- g. To report significant aspects of the Committee's work to the Parish Council at regular meetings. Such report may be made by the Chair person or their representative in person, or in writing via the Parish Clerk, and should contain recommendations for support or finance from the Parish Council.
- h. To recommend to Council the allocation of funds to specific projects that the Council may, in its discretion, allot to the Committee for its use for rights of way. Such funds will amount to no more than £500 in any one calendar year unless Council gives consent.

**An Advisory Committee makes recommendations to Council*