

**Harting Parish Council**  
**Highways and Byways Advisory Committee**  
**Terms of Reference**

1. The Highways and Byways Advisory Committee ("HABAC") is established to take a proactive role in managing and aiming to improve all issues relating to the public roads and rights of way in the Parish
2. HABAC will also provide support to the Clerk in managing any public concerns and complaints that may arise as a result of such issues; in particular it will advise on how best to involve parishioners in reporting frequently encountered problems, such as potholes and fly-tipping, to the relevant authorities.
3. As an advisory committee, HABAC has no decision-making powers. It advises Harting Parish Council (HPC) as outlined in these Terms of Reference.
4. HABAC will liaise with the Aims and Objectives Advisory Committee to provide input for the Emergency Plan as necessary for flood prevention and the management of extreme winter weather conditions.
5. HABAC will liaise with the appropriate authorities on issues such as speeding, parking, signage and sporting events, diversions and maintenance.
6. HABAC will draft timely responses for consideration by HPC to any consultations on public roads or rights of way issues
7. HABAC will consist of a Chairman appointed by HPC, who unless HPC resolves otherwise, will be a member of HPC. The Chairman and the Vice-Chairman of HPC are ex-officio members, and there shall be three other councillors appointed by HPC. Non-councillor members of Harting Parish can be appointed by a meeting of HABAC. The maximum membership will be eight.
8. HABAC will meet as necessary, but at least once every six months. There will be a quorum of four, of which three must be members of HPC. Councillors who are not HABAC members may attend its meetings, but only in the same capacity as a member of the public.
9. HABAC may establish sub-committees in order to undertake specific tasks. They may consist of individuals not on HABAC, or interest groups on a short- or longer-term basis and can be established without reference to HPC. Members of a sub-committee will not have voting rights on HABAC. HABAC will define clear and precise terms of reference for any sub-committee it forms.
10. Notwithstanding 10 above, members of a sub-committee will be required to inform the Chairman of HABAC if they have a personal or pecuniary interest (as defined in HPC's Code of Conduct) in any relevant HABAC matter.
11. HABAC will advise HPC on relevant budgetary matters. To this end it will include recommendations to HPC regarding expenditure to achieve the aims set out above and will submit a detailed and costed report of the funding needed for the forthcoming year to the Finance Committee by the end of September each year. In any given financial year, no expenditure may be committed until agreed by HPC.
12. HABAC may not apply for or receive additional funds or grants from bodies without HPC's prior permission.
13. HABAC will not operate its own banking or accounting arrangements outside those provided by HPC.
14. HABAC will produce a written report for HPC as necessary or at the request of HPC.

15. In all the above matters, and in others that may arise as the consequence of its operation, HABAC will be governed by all relevant HPC Standing Orders. All members of HABAC are subject to HPC's Code of Conduct.

**HABAC Standing Orders**

**Adopted by Harting Parish Council on 20 September 2018**

**Reviewed 18 June 2020**

**Due for review May 2021**