

Everton Parish Council

Terms of Reference – EPC Highways Lead

1. Purpose

To act as the lead contact for Highway related matters within the Parish. To investigate, inform and convey relevant parish concerns to the Highway Authority NCC.

2. Role

The appointed Council Member will:

- a. Investigate highway concerns for the Parish Council, inform and feedback on highway issues.
- b. Report highway defects and concerns by using and promoting the NCC, 'MyNotts App'
- c. Provide regular updates to the PC on Highway matters
- d. Work with local Partners when considering highway matters within the Parish.
- e. Support the Council's input on consultations or proposals relating to transport, road safety and highway improvements.

3. Appointment and Term

- a. The Council Member will be appointed by resolution of the Parish Council at the Annual Parish Council Meeting or as needed.
- b. The term of appointment is four years, renewable at the Council's discretion.
- c. The Council Member may be replaced or removed by Parish Council resolution at any time.

4. Outputs

- a. **Reporting:** A brief verbal or written highways report should be given at each Parish Council meeting or as needed. Any urgent matters requiring Council attention should be flagged promptly.
- b. **Partnership Working:** Work in partnership with the Nottinghamshire County Council, and relevant authorities, for the betterment of the Parish.

5. Conduct and Limitations

- a. The Council Member must act in line with the Parish Council's Code of Conduct.
- b. These ToR do not grant authority to make binding decisions or financial commitments on behalf of the Parish Council unless formally delegated.

6. Review

These Terms of Reference shall be reviewed annually by the Parish Council and amended as necessary.

Adopted by Everton Parish Council on: 7th of July 2025

Signed:



(Chair of Everton Parish Council)

EPC Council Lead: Councillor S Wiles
EPC Council Member: Councillor L Foster

Clerk to the Council: Mr C Bryant