



Treverbyn Parish Council Public Rights of Way Committee Terms of Reference

1. Name of Committee

The committee shall be known as the **Public Rights of Way Committee** (“the Committee”).

2. Purpose

The purpose of the Committee is to support and advise Treverbyn Parish Council on matters relating to public rights of way within the parish, including:

- Footpaths
- Bridleways
- Restricted byways
- Byways open to all traffic
- Permissive paths
- Associated access land and countryside access matters

The Committee shall work to protect, improve, maintain and promote safe and accessible public rights of way for residents and visitors.

3. Status

The Committee is a standing committee of Treverbyn Parish Council and shall operate in accordance with:

- The Local Government Act 1972
- Other relevant legislation and regulations
- The Council's Standing Orders
- The Council's Financial Regulations
- These Terms of Reference

4. Membership

4.1 The Committee shall consist of between 5 and 7 councillors, appointed annually by the Parish Council at the Annual Meeting of the Council.

4.2 Substitute members may be appointed in accordance with the Council's Standing Orders.

4.3 The Committee may co-opt up to two voting/non-voting members of the public with relevant experience or interest in public rights of way matters.

4.4 The Committee may invite:

- Cornwall Council officers
- Representatives of local walking, cycling, equestrian or environmental groups
- Members of the public
- Landowners
- Other relevant organisations, e.g. Imerys Minerals

to attend meetings in an advisory capacity.

4.5 The Committee shall elect a Chair and Vice-Chair annually.

5. Quorum

The quorum for meetings of the Committee shall be **three members** or one-third of the total membership, whichever is the greater.

6. Meetings

6.1 The Committee shall meet as required, normally no fewer than twice per year.

6.2 Additional meetings may be called by the Chair or by any three members of the Committee.

6.3 Meetings shall be conducted in accordance with the Council's Standing Orders.

6.4 Agendas and supporting papers shall normally be issued at least five clear working days before meetings.

7. Responsibilities and Functions

The Committee shall:

7.1 Monitoring and Inspection

- Monitor the condition and accessibility of public rights of way within the parish.
- Identify and record issues including:
 - Obstructions
 - Overgrowth
 - Surface deterioration
 - Damaged stiles, gates, bridges, or signage
 - Safety hazards
- Carry out periodic inspections and site visits where appropriate.

7.2 Liaison

- Liaise with Cornwall Council's Public Rights of Way team.
- Work cooperatively with landowners, tenants, user groups, volunteers and local organisations.
- Support partnership working to improve the rights of way network.

7.3 Maintenance and Improvement

- Make recommendations to the Parish Council regarding maintenance priorities.
- Consider opportunities for:
 - Accessibility improvements
 - Replacement of stiles with accessible gates where appropriate
 - Improved signage and waymarking
 - Vegetation management
 - Surface improvements
 - Circular walking routes

- Oversee any agreed volunteer maintenance initiatives.

7.4 Reporting and Enforcement

- Report defects, obstructions, or enforcement matters to the relevant authority.
- Monitor progress of reported issues.
- Recommend escalation where appropriate.

7.5 Policy and Strategy

- Advise the Council on public access policies and consultations.
- Consider responses to planning applications where public rights of way may be affected.
- Support initiatives promoting sustainable travel, recreation, wellbeing, and tourism.

7.6 Budget and Funding

- Recommend annual budget requirements to the Parish Council.
- Consider grant opportunities and external funding for projects.
- Monitor expenditure within any approved budget delegated to the Committee.

7.7 Community Engagement

- Encourage community involvement in maintaining and promoting public rights of way.
- Promote awareness of the parish rights of way network.
- Receive and consider feedback from residents and users.

8. Delegated Powers

8.1 The Committee shall have delegated authority to:

- Inspect and report on public rights of way issues.
- Submit reports or requests to Cornwall Council.
- Organise volunteer activities and site inspections.
- Spend within any budget specifically delegated by the Parish Council.

8.2 The Committee shall not:

- Enter into contracts exceeding delegated budgets.

- Commit the Council to expenditure outside approved budgets.
- Make decisions reserved to full Council.

8.3 Any recommendations involving expenditure, policy changes, or significant projects shall be referred to Full Council for approval.

9. Finance

9.1 All expenditure shall comply with the Council's Financial Regulations.

9.2 The Committee may make recommendations to Full Council regarding:

- Budget allocations
- Grant applications
- Capital projects
- Maintenance priorities

10. Public Participation

Members of the public may attend meetings in accordance with the Council's Standing Orders and Public Participation Policy.

11. Minutes and Reporting

11.1 Minutes of all meetings shall be recorded and presented to the next appropriate meeting of the Parish Council.

11.2 The Committee shall report regularly to Full Council on:

- Current issues
- Actions taken
- Recommendations
- Budget matters
- Ongoing projects

12. Review of Terms of Reference

These Terms of Reference shall be reviewed annually by Treverbyn Parish Council and amended as required.

13. Adoption

Adopted by Treverbyn Parish Council on: