

Community Enhancement Group

Terms of Reference

1. PURPOSE

The purpose of the Community Enhancement Group is to make recommendations to the Council on community, leisure and enhancement projects and other related matters. The Community Enhancement Group will take into account the policies and objectives of the Staplehurst Neighbourhood Plan.

2. REVIEW POINT

These Terms of Reference may be reviewed at any time by the Council to ensure they remain appropriate for the requirements of the Parish Council.

3. SCOPE OF ACTIVITIES

- (a) To review the Parish Services funded or potentially funded by the Parish Council. Including, but not limited to: Allotments, CCTV, Christmas Lights, Churchyard Maintenance, Planters, Playscheme, Public Toilets, Skatepark, Street Lighting, Street Furniture, Street Sweeping and Youth Services.
- (b) To review the Council's land and property portfolio. Including, but not limited to: Surrenden Fields, Jubilee Fields and Wimpey Fields.
- (c) In liaison with the Finance & Strategy Group, assist with the acquisition and development of Council-owned land and property.
- (d) To make recommendations to the Council on allocations from the Donations budget.
- (e) To review the provisions of the Council's services, ensuring value for money and the best possible delivery standards. This includes the service specification and recommending a preferred supplier to the Council.
- (f) Make recommendations to the Council's Finance & Strategy Group or the Council (whichever most appropriate) on revenue and capital expenditure relating to the Group's activities.
- (g) To develop relevant strategies, policies and procedures, as required in the execution of the Group's activities and where relevant work with other Groups.

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3. SCOPE OF ACTIVITIES (continued)

- (h) To review the management of and development of, or (where the Council does not have the power) influence the authority responsible, for bus shelters, public buildings, drainage, ditches, ponds, community events and projects, footpaths and bridleways, parking, traffic signs and other notices, tree planting, verge maintenance, litter bins, public walkways, war memorials and other related facilities and amenities.
- (i) To take up any additional tasks assigned to it by the Council, as appropriate.

4. MEMBERSHIP

- (a) The Group will consist of residents and Parish Councillors, appointed and ratified by the Council, including the Chairman and Vice-Chairman as ex-officio members. The membership of the Group may be reviewed at any time by the Council.
- (b) Members of the Group acting, claiming to act or giving the impression of acting as a representative of the Group, must adhere to the Council's policies and procedures, including the Council's Code of Conduct.

5. CHAIR OF THE GROUP

Group members, at the first meeting following their appointment, will agree amongst themselves who will be the Chair and Vice-Chair of the Group for the following year.

6. REPORTING

The Group will report to the Council on a regular basis, by providing notes of their meetings and where appropriate, the Group will provide reports, stating their recommendations and rationale, including sufficient detail to enable the Council to make an informed decision.

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7. POWERS/AUTHORITY

- (a) The Group is established as a working group of the Parish Council in accordance with Standing Order 4.4. It may therefore inform, advise and make recommendations to the Council but it has no power of commitment except as set out in 7(b) below.
- (b) The exception to 7(a) is where the Council has delegated powers and/or authority for a specific purpose, or as otherwise allowed by the provisions of the Council's Standing Orders and Financial Regulations.
- (c) To fulfil the Group's purpose, the Group may form and appoint members to sub-group(s) comprising members of the Group, which shall report directly to the Group.

VERSION CONTROL

	1.5	2.0	3.0	4	5
Author	Cllr. Lain-Rose	Cllr. Lain-Rose	Cllr. Lain-Rose	C.E.G.	
Creation	24 Jun. 17				
Finalised	18 Sep. 17	14 May 18	05 Mar. 19	22 Jul. 19	
Approved	18 Sep. 17	21 May 18	13 May 19	05 Aug. 19	
Review	Sep 18	May 19	May 20	May 20	