

Staplehurst Parish Council

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

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, Playscheme, Public Toilets, Skatepark, Street Lighting, Street Furniture, and Youth Services-
- (b) To continue to enhance and maintain the practical aspects of the Council's land and property, or property the Council is responsible for. Including but not limited to: Wimpey Fields, Surrenden Playing Field, Public toilets, Skatepark, Street Furniture, Youth Centre and the Jubilee Field.
- (c) 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.
- (d) To ensure any aesthetic additions are manageable, and reasonable to maintain in terms of cost and labour. Including but not limited to: Allotments, Christmas lights, Churchyard maintenance and the Planters.
- (e) 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)

- (f) 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.
- g) 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.
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.
- (b)

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. The Group has no greater powers than any other Council Group. 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 subgroup(s) comprising members of the Group, which shall report directly to the Group.

First approved: 18th September 2017 (Min 1647)

Review dates and minute number

21 May 2018 (Min 1698)

13 May 2019 (Min 1761)

05 August 2019 (Min 1780)

20 July 2020 (Min 1846)

Next Review date: May 2021