Capel Parish Council

Working Group/Party Terms of Reference

1. **Membership**
	1. Each working group/party will consist of parish councillors appointed by full Council at its Annual Parish Council meeting.
	2. One Councillor is elected to be Chairman and one Councillor is elected to be Vice Chairman (where appropriate) of the working group/party on an annual basis at the Annual Parish Council meeting.
	3. The Chairman and Vice Chairman of the Parish Council will be ex-officio members of every working group/party.
	4. The quorum for all working groups/parties is 3.
	5. The membership of each working group/party may be reviewed at any time by the Council.
	6. Members of each working group/party must adhere to the Council’s policies and procedure and Code of Conduct.
	7. Working groups/parties will not have the power to make decisions They are a tool to widen and open up public involvement
	8. Members of the public and external bodies may be invited to join a working group/party

 1.10 Working groups/parties meetings may be held virtually.

1. **Reporting**
	1. The working group/party will present draft minutes to full Council and agendas will be publicised on the noticeboards and website.
2. **Review**
	1. The terms of reference may be reviewed at any time by full Council.

**4. Recreation Ground & Allotments Working Group**

*The working group meets quarterly and at other times when necessary*.

• The working group exists for the sole purpose of considering recreation ground issues within the parish and to keep abreast of those issues.

• The working group’s role is to discuss and explore improvement issues and concerns within the parish.

• The working group reports to the Parish Council and makes no decisions on behalf of the council. The Parish Council in turn decides on any action necessary from the information provided.

 **Allotment specific responsibilities**

* To ensure the terms and conditions are adhered to, reviewed regularly and updated as necessary for approval by the Parish Council
* To ensure rents are paid and reviewed annually making recommendations to the Committee for any proposed increase
* To oversee the process of renting allotments to new allotment holders
* To arrange an annual meeting with allotment holders (if not required, an annual letter) to discuss any issues
* To inspect the allotments twice a year to ensure all allotments and communal areas are kept in good condition
* To liaise with the clerk regarding any correspondence received, permission for sheds, greenhouses, trees etc.
* To liaise with the clerk regarding any correspondence regarding the operation of the allotments, including GOSE and government census information
* To project manage any maintenance work or other projects to be carried out at the allotments including the initial specification, quotation requests and inspecting the finished work prior to invoice payment.

**5. Memorial Cottages and Housing Working Group**

*The working group meets at least once a year and at other times when necessary.*

**Memorial Cottages**

* To make recommendations to full council on the management of the Memorial Cottages, (9 and 10 Brampton Bank) and the War Memorial
* To ensure rents are paid regularly and reviewed annually making recommendations to the Committee for any proposed increase (within the terms and conditions stipulated under fair rent procedures)
* To liaise with the clerk regarding any correspondence received from tenants and any concerns or issues the tenants raise
* To oversee the process of changing tenants, ensuring the existing tenants leave the Cottages in good order and rent is paid in full
* Oversee the advertising of vacant premises. The Chair should chair a panel of councillors to review applications and the selection of a new tenant in accordance with the criteria set for the Cottages
* Inspection of cottages annually to ensure the buildings are kept in good order
* To liaise with the clerk regarding any listed building consent or planning applications submitted to TWBC for approval
* To project manage any major works or maintenance to be carried out at the Cottages including the initial specifications, quotation requests and inspection of finished work prior to invoice payment. All expenditure to be authorised by full council.

 **Housing**

* Oversee surveys and schemes to ensure Council opinions are respected
* To report to the Council progress of any schemes requiring the Council’s involvement
* Review consultation papers and other documents relating to housing and housing needs and make recommended responses to the Council
* Work with relevant agencies and authorities to maximise the Parish influence on affordable and social housing stock within the Parish

**6. Flooding Panel**

*The Flooding Panel consists of at least 3 Parish Councillors and up to 10 co-opted residents of the parish and representatives of the local drainage authorities, TWBC and water companies*

*The Panel meets at least once a year and at other times when necessary.*

* The panel exists for the sole purpose of considering flooding issues within the parish and to keep abreast of those issues.
* The panel’s role is to discuss and explore flooding issues and concerns within the parish and to work with the relevant authorities (EA, KH, KCC, TWBC etc) and members of the public to resolve current drainage and flooding issues.
* It is an advisory working group to the Parish Council, it therefore makes no decisions on behalf of Capel Parish Council
* The panel reports to the Parish Council. The Parish Council in turn decides on any action necessary from the information provided
* The panel produces a report following each meeting to be publicised locally advising of the issues being considered.
* Pulls together information working with the Clerk to make recommendations to CPC.

**7. Neighbourhood Plan Development Working Party**

*Meetings should be held at least monthly*

The short-term purpose was to draft a Vision for Capel as the first stage of the preparation of a Neighbourhood Plan.

The main purpose of the Working Party is to prepare the Neighbourhood Development Plan for Capel Parish, ensuring that all issues are addressed appropriately with high levels of community engagement to improve the likelihood that the Plan will be supported.

 The Working Party shall have the following responsibilities:

* Advise and assist the Parish Council in formulating its vision for the Parish in the context of the Tunbridge Wells plan proposals
* To work with the people of Capel in producing the Neighbourhood Development Plan. To ensure that, as far as is reasonable, all households and organisations (which have expressed an interest in being involved) have the opportunity to contribute to the production of the Neighbourhood Development Plan.
* To liaise with Borough Council and Kent County Council to gain support for the development of the Neighbourhood Development Plan and for the final Neighbourhood Development Plan.
* As required, to commission specialist support for specific areas of evidence and analysis.
* To gain approval from the Full Council for the Consultation and Communications Strategy.
* To gain approval from the Full Council for any draft or final Neighbourhood Development Plan prior to it being circulated to residents.
* To make applications to organisations for grants, donations and support specifically for the development and production of the Neighbourhood Development Plan.