

Terms of Reference 2017

Community Enhancement Group

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

The Terms of Reference of the Group may be reviewed at any time by Staplehurst Parish 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. In liaison with the Finance & Strategy Group, assist with the acquisition and development of Council-owned land and property.
- (c) To recommend to the Finance & Strategy Group on the allocations from the Donations budget.
- (d) To review the provision of the Council's services, ensuring value for money and the best possible delivery standards. This includes the service specifications and recommending a preferred supplier to the Council.
- (e) 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.
- (f) To review the management 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 develop relevant strategies, policies and procedures, as required in the execution of the Group's activities and where relevant work with Finance & Strategy Group.

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- (h) To take up any additional tasks assigned to it by the Council, as appropriate.

4. MEMBERSHIP

- (a) The Group can consist of residents and Staplehurst Parish Councillors.
- (b) The maximum number of Staplehurst Parish Councillors should be 7, appointed by the Council.
- (c) The membership of the Group will be ratified by the Council and may be reviewed at any time by Staplehurst Parish Council.

5. CHAIR

- (a) Group Members, at the first meeting following their appointment, will agree amongst themselves who will be the Chair of the Group for the following year.

6. REPORTING

The Group will report to the Council on a regular basis by providing meeting notes of all meetings; where appropriate, the Group will provide a report with specific recommendations providing sufficient detail to enable the Council to make an informed decision.

7. POWERS

- (a) The Community Enhancement Group is established as a working group of the Parish Council in accordance with Standing Order 4d. 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 provision of the Council's Standing Orders and Financial Regulations.
- (c) To fulfil its purpose the Group may appoint a sub-group or sub-groups comprising members of the Group and which shall report directly to the Group. Where a person who joins a sub-group is not an existing member of the Community Enhancement Group, excluding Parish Councillors, the membership of the sub-group will be ratified by the Council and may be reviewed at any time by Staplehurst Parish Council.

