



# RUDGWICK PARISH COUNCIL

## TERMS OF REFERENCE

Date Adopted	Minute Number	Review Date
13 May 2018		May 2019
12 May 2019	FC012-19/20	May 2020
8 June 2020	FC035-20/21 (FPHR010-20/21)	May 2021
10 August 2020	FC112-20/21	May 2021

(in accordance to Standing Orders 4.d.i-xii)

## 1. Committees

### Planning

Number of Committee members: minimum of five plus the Chairman and Vice Chairman of the Parish Council.

The Quorum to be comprised of no less than three members of the Committee.

### Meetings:

- To be held subject to planning applications received from Horsham District Council at either Rudgwick Hall, Bucks Green or Jubilee Hall, Church Street at 6.00 pm.

### Roles and functions:

- To make representations to the Local Planning Authority (Horsham District Council) on any applications and amendments to applications that have been notified to the Parish Council in accordance with the Town and Country Planning Act 1990 paragraph 8 schedule 1 and any other planning matters that affect the Parish.
- To consider and monitor the Parish Development plans (Rudgwick Neighbourhood Plan, HDC Local Plan and County Structure Plan).
- Housing Needs Surveys to be initiated and reviewed as appropriate.
- To seek high standards of planning for all new development within the parish with reference to all appropriate local and statutory planning policies and plans.
- To make effective representations in respect of all public enquiries and/or meetings in public where appropriate.
- Monitor the general environment of the Parish is so far as is possible and report any maintenance or potential hazards regarding to footpaths and bridleways and breaches in planning conditions or policies.
- Delegate to the Tree Warden all planning applications in relation to Tree Preservation Orders and make comments to the Local Planning Authority having due regard to his recommendations.
- To consider and respond to local Mineral Plan consultations
- To consider and respond to Waverley Borough and Surrey County Council development plans which impact upon the Parish.
- To oversee Neighbourhood Plan Steering Committee.

### **The Planning Committee has delegated powers.** (Standing Order 5.j.v)

Where planning deadlines must be met outside meeting dates, councillors will meet electronically. The Chair of the Planning Committee to confirm the decision and the Clerk to inform Horsham District Council Planning.

## **Finance, Policies and Human Resources**

Number of Committee members: four plus the Chairman and Vice-Chairman of the Parish Council.

The Quorum to be comprised of no less than three members of the Committee.

### **Meetings:**

To be held in July, November and April at either Rudgwick Hall, Bucks Green, Rudgwick or Jubilee Hall, Church Street, Rudgwick at 6.30 pm.

### **Roles and Functions:**

- To recommend to the council an annual budget and precept
- To review annually and make recommendations to the Council on the following:
  - Council policies and documents
  - Insurance cover for all insured risks (3 year agreement with Came and Co. (Hiscox) until 2022– annual renewal date 1<sup>st</sup> October)
  - Hall hire charges, rents, leases and licences
- To regularly monitor income and expenditure and to make recommendations to the Full Council.
- To undertake line management responsibility for the Clerk.
- Check bank reconciliations quarterly.

### **Committee calendar:**

July

- To look at the standing order and review how to improve compliance if appropriate.
- To establish a working group to formulate/update a three-year Parish Council business plan.
- To establish a working group to review salaries and contracts and consider the Budget and precept and hire charges for the next financial year, to meet during October (electronically if necessary).

November

- Working groups to review salaries and contracts and consider the Annual Budget and Precept for the next financial year.
- To consider the Budget and Precept, salaries and hall and field hire charges for the next financial year and make a recommendation to the Full Council.

April

- Review of Parish Council policies and documents
- Review End of Year Budget

## **Halls, Recreation and Open Spaces**

Number of Committee members: Four plus the Chairman and Vice Chairman of the Parish Council.

The Quorum to comprise of no less than three members of the Committee.

### **Meetings:**

to be held in September/October, February and April at either Rudgwick Hall, Bucks Green, Rudgwick or Jubilee Hall, Church Street, Rudgwick at 6.00 pm.

### **Roles and Functions (Halls):**

- To maintain, manage and improve the Rudgwick and Jubilee Halls and King George V Building (changing rooms).
- To work with the Clerk in the day to day management of the halls.

### **Roles and Functions (Recreation and Open Spaces):**

- To maintain, manage and improve the King George V Playing Fields, Churchmans Meadow and Foxholes Copse Wood.
- To hold King George V Building meetings for users as appropriate as part of the Parish Council Field Management.  
King George V Building/ playing fields management procedures to be developed.
- Clerk to refer day to day management issues to the Chairman of the Committee.

### **Roles and Functions (Halls):**

- To maintain, manage and improve the Rudgwick and Jubilee Halls and King George V Building (changing rooms).
- To work with the Clerk in the day to day management of the halls.
- Each member to be given specific responsibilities regarding the three halls.

## **Complaints**

Number of Committee members: Four including the Chairman, unless the Complaint is against the Chairman, then it is the Vice Chairman

**Meetings:** when required

### **Roles and Functions:**

- To deal with complaints from staff, councillors and parishioners fairly, equitably, and consistently.

**Chairmen and Vice Chairmen for Committees are appointed at the Annual Meeting of the Parish Council.**

## **WORKING GROUPS**

**Meeting:** as and when required, meetings to take place at Rudgwick Hall, Bucks Green, Jubilee Hall, Church Street, Rudgwick or Milk Churn\*, Lyndwick Street at 7.00 pm.

### **Emergency Planning and Community Safety**

Number of members: Four including two Councillors

#### **Roles and Functions:**

- To recommend to the Council an Emergency Plan for Rudgwick Parish.
- To prepare emergency plans in conjunction with Horsham District Council and ensuring guidelines provided by HDC and other external organisations are adhered to.
- To co-ordinate response to emergency events such as floods, snow, electricity shortage and provide a place of safety (Rudgwick Hall) in case of major incidents.
- To ensure appropriate information is cascaded to parishioners via the Parish Magazine/Rudgwick Parish Council and in time of emergency, via an established list of volunteers, Rudgwick Parish Council Web site/ Facebook and Twitter Accounts.

### **S106:**

Number of members: A maximum of eight, including four Councillors.

#### **Roles and Functions:**

- To recommend to the Council spending initiatives associated with S106 agreements within the Parish of Rudgwick.
- To take account of available/possible spending sums relating to S016 monies available to Rudgwick Parish Council, as provided by Horsham District Council when formulating spending initiatives.
- To accommodate as fully as possible the suggestions for dispersing S106 monies supplied by the Council and its Committees.
- To consider both short term planning of S106 activities as well as a 3/5 5 year plan.

### **Traffic Calming**

Number of members; No maximum, including at least two Councillors.

#### **Roles and Functions:**

- To recommend to the Council initiatives to for traffic calming in Rudgwick Parish.
- To explore the options available to ensure Rudgwick Parish becomes a safer place for road users and pedestrians.
- To formulate a Rudgwick Community Highway Scheme incorporating areas of concern

- regarding traffic movement, for both road users and pedestrians.
- To liaise with West Sussex Highways regarding the Rudgwick Community Highway Scheme.

**Each Council member to be on a minimum of two committees.**