

HATFIELD PEVEREL PARISH COUNCIL

WORKING PARTIES AND TERMS OF REFERENCE

Guide and Review Working Party

Mr R Hill
 Mr G Murphy
 Co-opted: Mr K Earney
 Mrs M Elliston

Terms of Reference

- (i) To keep up-to-date information on future issues of The Guide.
- (ii) To keep under review the means and cost of producing The Guide and The Review.
- (iii) To prepare and collect articles and items for insertion in The Guide and The Review, and to co-opt a person or persons other than members of the Parish Council to assist.
- (iv) All contractual arrangements with printers and advertisers shall be subject to prior approval of the Parish Council.
- (v) To arrange for the publication and distribution of The Guide and Review.

Planning Conditions Working Party

Mr R Hill (Chairman)
 Mr D Adams
 Mr I Goldsmith
 Mr D Jex
 Miss B Smith
 Co-opted Mrs J Assar (as Tree Warden)
 Mr K Pettitt

Terms of Reference

To keep such developments under observation, to ensure that developers are complying with planning conditions. Meetings normally to be held at 8 p.m. on the Wednesday during the week prior to each Parish Council Meeting, to make recommendations to the subsequent Parish Council Meeting. Quorum to be three.

Public Footpaths Working Party

Mr I Goldsmith
 Mr J Hannah
 Mr D Jex
 [co-opted] Mr K Earney (Chairman)
 Mrs C Voysey

Terms of Reference

- (i) To examine the condition of Village footpaths and to recommend appropriate action to be taken by the Parish Council and/or the County Council.
- (ii) To co-opt additional members to the Working Party, whether members or not.

Traffic Group Working Party

Mr J Hannah [Chairman]
 Mr D Adams
 Mr I Goldsmith
 Mr R Hill
 Mr D Jex
 co-opted: Mr R Saffin

Terms of Reference

- (i) To minimise and, if possible, reduce the impact of traffic on the village.
- (ii) To maintain an effective voice for the village in local and regional traffic decision-making.
- (iii) To co-opt additional members to the Working Party, whether members of the Council or not.

Village Environment Working Party

Mr P Endersby
 Mr G Bushby
 Mr E Murphy [Chairman]
 Miss B Smith
 co-opted Mrs J Assar (as Tree Warden)
 Mrs V Cooke

Terms of Reference

- (i) To implement the Council's policy on community and recreational facilities and, in particular, to liaise with the Community Association.
- (ii) To consider and put forward to the Parish Council the possible uses of open space, together with the recreation areas and the provision of play equipment and the management thereof [excluding the Wickham Bishops Road site].
- (iii) To co-opt additional members to the Working Party, whether members or not.
- (iv) To recommend to the Parish Council improvements, if any, to amenity areas.

Village Strategy Working Party

Mr Graham Bushby [Chairman]
 Mr I Goldsmith
 Mr J Hannah
 Mr R Hill
 Mr D Jex
 co-opted Mrs J Assar

Terms of Reference

- (i) To establish and manage a Village Plan with the following objectives :-
 - (a) to maintain and, where possible, enhance the character of the village as a single and distinct community.
 - (b) to minimise and, if possible, reduce the impact of traffic on the village.
 - (c) to improve recreational facilities for the village.
 - (d) to maintain an effective voice for the village in the local and regional planning process.
- (ii) To produce a Village Design Statement in conjunction with village organisations and individuals for use as a guide document to Braintree District and Essex County Councils.

Wickham Bishops Road Planning Working Party

Mr I Goldsmith [Chairman]
 Mr P Endersby
 Mr J Hannah
 Mr E Murphy
 Miss B Smith (?)

Terms of Reference

To plan, develop and maintain the Wickham Bishops Road Recreational Area. Any decisions to spend money (other than routine maintenance) shall be subject to approval by the Council.

Country Park Focus Group

co-opted Mr C Giffin [Chairman]
 Mr I Goldsmith
 Mr D Jex
 Cllr. D Louis, [Essex County Council]
 Mr G Dobson

Terms of Reference

- (i) To assist in the delivery of the restoration of the Dannatts Quarry site and its subsequent development as a Country Park.
- (ii) To facilitate communication between and within the Parish Council, its Working Parties, and other individuals and organizations in achieving the restoration and development noted in (i) and serve as the primary point of contact between the Parish Council and all external interests regarding this.
- (iii) To represent and safeguard the interests of the Parish Council and Parish Residents and other local parties in the restoration and development noted in (i).
- (iv) To give the detailing and design input to the Park and establish priorities etc. on behalf of the Parish Council as tasked and agreed at the meeting with Braintree District Council on 31 May 2006.
- (v) To make suggestions and recommendations regarding the long term management of the Country Park, so as to avoid compromise of Parish Council and Parish Residents and other local parties interests in the restoration and development noted in (i)
- (vi) To co-opt into the group, on either a temporary or permanent basis, such other individuals and organizations as from time to time may seem expedient to achieve the restoration and development noted in (i).

Internal Audit Review Working Party

Mr G Bushby (Chairman)
 Mr P Endersby
 Mr I Goldsmith
 Mr E Murphy

Terms of Reference

- (i) To assure the full Council that adequate policies and procedures are in place to ensure the financial integrity of the Council as laid down in Council Standing Orders.
- (ii) To assure the full Council that policies and procedures are in place with regard to the employment of Council employees.
- (iii) To recommend to full Council the appointment of a competent and independent internal auditor.
- (iv) To maintain an effective system of internal audit control.
- (v) To examine and report on any financial or employment issues as and when requested by full Council.