

HATFIELD PEVEREL PARISH COUNCIL

COMMITTEES AND WORKING PARTIES TERMS OF REFERENCE

Planning Committee

Mr C Giffin (Chairman)
 Mr D Adams
 Mr D Broddle
 Mr B Heard
 Mrs E Gwyn-Williams (if a member is needed for a quorum)
 Co-opted Mr G Dodson (Tree Warden)

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 pm on the Wednesday during the week prior to each Parish Council Meeting and if necessary again two weeks later. This committee has designated power to make comments on behalf of the Parish Council. These comments will be reported at Parish Council Meetings. Quorum to be three.

Traffic Group Working Party

Mr G Bushby [Chairman]
 Mr J Hannah
 Mr D Adams
 Mr D Broddle
 Mr A Ingram
 Co-opted Mr J Cockell

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 [Chairman]
 Mr D Adams
 Mr T Munt
 Mr A Ingram
 co-opted Mr G Dodson (as Tree Warden)
 co-opted Mr E Murphy

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.

Keith Bigden Memorial Ground User Group

Mr P Endersby
Mr D Broddle
Co-opted Mr G Howard – HP Football Club

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.

Keith Bigden Memorial Ground Permissive Footpath Group

Mr D Adams
Mr D Broddle
Mr T Munt
Mr B Heard
Co-opted Cllr D Louis?

Terms of Reference

To plan and develop the Permissive Footpath from Maldon Road to the Keith Bigden Memorial Ground. Any decisions to spend money shall be subject to approval by the Council.

Country Park Focus Group

co-opted Mr C Giffin [Chairman]
 Cllr. D Louis, [Essex County Council]
 Mr G Dodson

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 D Adams – Chairman
 Mr P Endersby
 Mr G Bushby
 Mr B Heard
 Mr A Ingram

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.

May 2011