

# Staplehurst Parish Council

## Staplehurst Community Enhancement New Ideas Group (SCEnic) 2023

### Terms of Reference

1.

#### **PURPOSE**

The purpose of the SCEnic Group is to make recommendations to the Council on community, leisure and enhancement projects and other related matters

2.

#### **REVIEW POINT**

These Terms of Reference may be reviewed at any time by the 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, Litter Bins, Noticeboards, Playscheme, Public Toilets, Salt Bins, Skatepark, Street Lighting, Street Furniture plus Youth Service provision and Youth Club Building
- (b) To continue to enhance and maintain the practical aspects of the Council's land and property, or property the Council is responsible for. Including but not limited to: Allotments, Wimpey Field, Surrenden Playing Field, Youth Club land and KM312, Chestnut Avenue and Marden Road grass verges.  
To review the provisions of the Council's services, including up keep, maintenance plus Health and Safety ensuring value for money and the best possible delivery standards. This includes the service specification and recommending a preferred supplier to the Council.
- (c) To ensure any aesthetic additions are manageable, and reasonable to maintain in terms of cost and labour. Including but not limited to: Christmas lights and the Planters.
- (d) To develop relevant strategies, policies and procedures, as required in the execution of the Group's activities and where relevant work with other Council and community groups.

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## 3. SCOPE OF ACTIVITIES (continued)

- (f) To review the management of 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, salt bins, public walkways, war memorials and other related facilities and amenities.
- g) To take up any additional tasks assigned to it by the Council, as appropriate.

## 4. MEMBERSHIP

- (a) The Group will consist of residents and Parish Councillors, appointed and ratified by the Council, including the Chairman and Vice-Chairman as ex-officio members. The membership of the Group may be reviewed at any time by the Council.  
Members of the Group acting, claiming to act or giving the impression of acting as a representative of the Group, must adhere to the Council's policies and procedures, including the Council's Code of Conduct.
- (b)

## 5. CHAIR OF THE GROUP

Group members, at the first meeting following their appointment, will agree amongst themselves who will be the Chair and Vice-Chair of the Group for the following year.

## 6. REPORTING

The Group will report to the Council on a regular basis, by providing notes of their meetings and where appropriate, the Group will provide reports, stating their recommendations and rationale, including sufficient detail to enable the Council to make an informed decision.

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7.

## PROGRAMME OF WORKS

- (a) The Group is established as a working group of the Parish Council in accordance with Standing Order 4.4. The Group has no greater powers than any other Council Group. It may therefore inform, advise and make recommendations to the Council but it has no power of commitment.
- (b) The Group will bring forward a programme of work and an estimated budget for approval by the Council. Once approved the Group will focus on delivery of the programme of work in accordance with the Council's Standing Orders and Financial Regulations
- (c) From time to time an item may occur which is not in the approved programme of works. The group can consider the item and report back to Council for approval

These Terms of Reference supersedes all previous agreed Terms of Reference and was adopted by Staplehurst Parish Council on

**Date 7<sup>th</sup> August 2023 .....Minutes.....2131**