

**Designating Councillor Roles**

Role	Description	Name
Caretaker Committee Representative	To attend 2 meetings a year with Caretaker Committee. Provide a short report to the Council in time for each meeting.	
Ashford KALC representative	To attend Ashford KALC Meetings (first Wednesday of the month) in the Borough Council Chambers. Provide a short report to the Council in time for each meeting.	
Planning Committee Chair	To agree with the Committee Members a suitable response to each application. To agree terms of reference with the Clerk for this Sub-Committee. Provide a planning report to the Council in time for each meeting.	
Planning Committee Member (x2)	To receive the planning applications comment and agree a response with the sub-committee.	
Highways/Environmental Lead	To undertake all reporting of potholes/footpath issues directly to KCC via their website. Provide a short report to the Council in time for each meeting.	
Wildlife/Trees Lead	To undertake an interest in the wildlife/trees in the parish. To ensure the arborial survey is undertaken (Clerk to organise) and check the outcome of the report (Clerk to forward copy).  Provide a short report to the Council in time for each meeting.	
Parish Council Newsletter Editor	To scribe a quarterly (?) newsletter to the parish. Initially this will be delivered by hand but ultimately, this would be sent electronically to all those who would sign up to receive this.  To pull together the information supplied by the Lead Councillors for each area.	
Village Hall Representative	Attend the Village Hall Meetings.  Provide a short report to the Council in time for each meeting.	