

TERMS OF REFERENCE - PARISH COUNCIL AND STANDING COMMITTEES

1. Parish Council

- 1.1 To maintain good relations with other local authorities.
- 1.2 To carry out all matters in accordance with Bramshott and Liphook SOs and Financial Regulations (Annex B).
- 1.3 To promote links with the County, District and Parish Council Associations.
- 1.4 To make appointments to outside bodies, including the Standards Committee of EHDC.
- 1.5 To fulfil a civic role, and liaise with community organisations, groups, and bodies.
- 1.6 To handle matters pertaining to any Local Government Review, including electoral arrangements.
- 1.7 To help to identify local housing needs and promote affordable housing schemes.
- 1.8 To encourage action to improve the local environment and community development such as Liphook Carnival, Liphook in Bloom, and the Best Kept Village Competition.
- 1.9 To promote and support the local community by providing Grant Aid.
- 1.10 To support Citizens Advice Bureau outreach at Liphook by providing premises and annual grant.
- 1.11 To provide a presence office on behalf of EHDC and a Customer Access Point (CAP) on behalf of Hampshire County Council (HCC).
- 1.12 To support Drum Housing by providing premises.
- 1.13 To support the Community Magazine by providing articles and information and an annual grant.
- 1.14 To act as the Trustees for the Bramshott War Memorial Recreation Ground Charity.
- 1.15 To act as Custodian Trustees of the Liphook Village Hall, Conford Village Hall and other community buildings (Peak Centre).
- 1.16 To contribute towards the upkeep of Bramshott Churchyard.
- 1.17 To ensure information is available about the community to the community.
- 1.18 To maintain information on the Parish Notice boards.

- 1.19 To keep the public and the media well informed.
- 1.20 The Chairman of the Parish Council is:
 - 1.20.1 To write the appraisal for the Clerk of the Council, having obtained input from all members of the Parish Council, by 31 May annually.
 - 1.20.2 To organise and conduct the monthly Parish Office Staff meeting at which the Chairman and Vice-Chairman of the Parish Council, the Clerk and Assistant Clerk will be present. A written report of the meeting is to be considered by the Parish Council, in exempt session, at the monthly Parish Council meeting.
 - 1.20.3 Delegated the authority to communicate directly with HAPTC, and EHAPTC and the Chief Executive of EHDC over specific matters relating to the general governance of the Council which are under consideration by the Council, and have not been delegated to other councillors/committees and to report the outcome to the Parish Office and when appropriate the members of the Parish Council.
 - 1.20.4 When action can not wait for the next Parish Council meeting to decide on the action to be taken following a report received concerning possible failures to observe the Code of Conduct ensuring that members are kept informed of the action taken.
- 1.21 The Vice-Chairman of the Parish Council is:
 - 1.21.1 To act as the Clerk's mentor.
 - 1.21.2 To organise and conduct a monthly meeting with the Clerk. A written report of the meeting is to be considered by the Parish Council, in exempt session, at each monthly Parish Council meeting.
 - 1.21.3 Delegated, in the absence of the Chairman the authority to communicate directly with HAPTC, and EHAPTC over specific matters relating to the general governance of the Council which are under consideration by the Council, and have not been delegated to other councillors/committees and to report the outcome to the Parish Office and when appropriate the members of the Parish Council.
 - 1.21.4 In the absence of the Chairman, when action can not wait for the next Parish Council meeting, to decide on the action to be taken following a report received concerning possible failures to observe the Code of Conduct ensuring that members are kept informed of the action taken.

2. **Finance & Policy (F&P) Committee**

- 2.1 To have fully delegated powers under Section 101 of the Local Government Act 1972.
- 2.2 To carry out all matters in accordance with Bramshott and Liphook SOs and Financial Regulations (Annex B).
- 2.3 To oversee all general policy matters not in the terms of reference of other Committees.
- 2.4 To have overall responsibility for all financial matters.
- 2.5 To have overall responsibility for the running of the Parish Office and its associated activities such as general administration, supplies, insurance, fault reporting, provision of information, and issue of concessionary fares.
- 2.6 To have responsibility for staffing matters including pay and conditions, policies and procedures, and Terms of Reference for the Parish Tree Warden.
- 2.7 To review the insurance requirements and update the inventory of the Council's property and equipment annually.
- 2.8 To agree Grant Aid, and review core clients annually.
- 2.9 To be responsible for the Information Service on behalf of EHDC and publicising the Council's activities.
- 2.10 To be responsible for the Youth Forum, and appoint a Chairman of the Forum annually.
- 2.11 To prepare and maintain detailed Job Descriptions for all Parish Council staff.
- 2.12 The Chairman of the F& P Committee is:
 - 2.12.1 To monitor the monthly Parish Office Staff meeting and the meeting between the Vice-Chairman and the Clerk.
 - 2.12.2 Delegated the authority to communicate:
 - 2.12.2.1 Directly with HAPTC/NALC and SE Employers over any specific employment matter under consideration by the Council and report the outcome to the Parish Office.
 - 2.12.2.2 Directly with The Council's Management Consultants, Internal Auditor, and the body responsible for the Annual Return and to report the outcome to the Parish Office.
 - 2.12.2.3 Directly with EHDC over any specific matters concerning the Information Services provided by the Council that are under

consideration by the Council and to report the outcome to the Parish Office and the Parish Council or F&P Committee if appropriate.

3. **Planning Committee**

- 3.1 To have fully delegated powers under Section 101 of the Local Government Act 1972.
- 3.2 To carry out all matters in accordance with Bramshott and Liphook SOs and Financial Regulations (Annex B).
- 3.3 To provide input into structure and local plans, and to comment on all planning applications, and to help publicise planning applications including the notification of neighbours.
- 3.4 To oversee the Village Appraisal and the Village Design Statement, and take lead role in Liphook Conservation Area enhancement.
- 3.5 To comment on Tree Preservation Orders and associated matters, seeking advice from the Parish Tree warden as appropriate.
- 3.6 To report on and monitor planning enforcement action, and attend hearings relating to appeals.
- 3.7 To appoint a Planning Sub-Committee to consider all urgent planning applications that are unable to be considered by the Planning Committee within the statutory time set out by EHDC.
- 3.8 To be responsible for the Policy and Consultation Forum, and appoint a Chairman annually.
- 3.9 The Chairman of the Planning Committee is:
 - 3.9.1 Delegated the authority to communicate:
 - 3.9.1.1 Directly with EHDC and the Planning Inspectorate over any planning matter under consideration by the Council and to report the outcome to the Parish Office and the Parish Council or Planning Committee if appropriate.
 - 3.9.1.2 Directly with any body or organisation that has a planning interest or function from whom it is necessary to seek advice in relation to a specific planning application or planning matter under consideration by the Council and to report the outcome to the Parish Office and the Parish Council or Planning Committee if appropriate.

4. **Recreation Committee**

- 4.1 To have fully delegated powers under Section 101 of the Local Government Act 1972.
- 4.2 To carry out all matters in accordance with Bramshott and Liphook SOs and Financial Regulations (Annex B).
- 4.3 To promote sport and recreation and its development within the community.
- 4.4 To ascertain and monitor sport and recreation needs within the Parish.
- 4.5 To manage all Parish Council open space, sports, and recreational facilities within the Parish.
- 4.6 To monitor buildings, equipment, vehicles, facilities, and manage the maintenance and repair.
- 4.7 To manage the allotments, including car parks, access, waiting lists, lettings, and repairs.
- 4.8 To manage the children's and young people's play facilities within the Parish, including any such areas devolved by EHDC.
- 4.9 To have overall responsibility for the grass-cutting contract within the 30/40 mph limits of the Parish, and with Bohunt School and the Catholic Church.
- 4.10 To provide a Landlord role for Bowling, Tennis, Cricket, and Football Clubs.
- 4.11 To liaise with local organisations such as Bohunt Community Centre, and the River Wey Trust.
- 4.12 To prepare and promulgate appropriate bye-laws (separate bye laws for animal faeces).
- 4.13 To provide litter collection on Parish land and support EHDC litter collection when appropriate.
- 4.14 To liaise with the Parish Tree Warden and seek advice where appropriate.
- 4.15 To manage the Lake House area and other areas subject to cultivation licences as approved by HCC.
- 4.16 To be responsible for the Allotments Forum and the Sport and Recreation Forum, and appoint Chairmen of these forums annually.

4.17 The Chairman of the Recreation Committee is:

4.17.1 Delegated the authority to communicate:

- 4.17.1.1 Directly with EHDC over sporting, recreational, grass cutting, litter, management of Radford Park matters that are under consideration by the Council and report the outcome to the Parish Office and the Parish Council or Recreation Committee if appropriate.
- 4.17.1.2 Directly with HPFA over specific sporting and recreational matters, under consideration by the Council and to report the outcome to the Parish Office and the Parish Council or Recreation Committee if appropriate.
- 4.17.1.3 Directly with any body or organisation that has a recreational or sporting interest or function from whom it is necessary to seek advice in relation to matters set out at paragraph 4.17.1.1 that are under consideration by the Council and to report the outcome to the Parish Office.

5. **Highways, Byways and Transport (H.B&T) Committee**

- 5.1 To have fully delegated powers under Section 101 of the Local Government Act 1972.
- 5.2 To carry out all matters in accordance with Bramshott and Liphook SOs and Financial Regulations (Annex B).
- 5.3 To be responsible for the Highways & Byways and Transport Forums and appoint Chairmen of these forums annually.

Highways

- 5.4 To identify street lighting needs and liaise with HCC over their implementation.
- 5.5 To promote cycle routes and alternative transport initiatives.
- 5.6 To liaise with the Hampshire Highways East (HHE) over transport and highways matters.
- 5.7 To monitor the provision and maintenance of bus shelters and seats.
- 5.8 To manage traffic management and calming measures

Byways

- 5.9 To encourage access to countryside for 'quiet enjoyment', and to scout and report on footpaths, bridleways and byways.
- 5.10 To promote and publicise new paths and bridleways.
- 5.11 To review definitive map claims.
- 5.12 To manage the land at Hammer Vale and Bramshott triangle.
- 5.13 To liaise with the local National Trust Committee, and Rights of Way teams.
- 5.14 To liaise with the Parish Tree Warden on non Tree Preservation Order matters.

Transport

- 5.15 To liaise with HCC over transport matters.
- 5.16 To monitor and seek improvements in Bus Services, and Community Transport.
- 5.17 To monitor and seek improvements in Train Services including input to Rail User Groups.
- 5.18 To give an overview of public transport through a duly appointed Transport Representative and attend public meetings as required.

5.19 To support community transport schemes.

5.20 The Chairman of the H,B &T Committee is:

5.20.1 Delegated the authority to communicate:

5.20.1.1 Directly with EHDC, HCC, HHE, and the Highways Authority over any Highways, Byways or Transport specific matters that are under consideration by the Council and to report the outcome to the Parish Office and the Parish Council or H,B&T Committee if appropriate.

5.20.1.2 Directly with any body or organisation that has a highway, byway or transport interest or function from whom it is necessary to seek advice in relation to specific highways, byways or transport matter that is under consideration by the Council and to report the outcome to the Parish Office and the Parish Council or H,B & T Committee if appropriate.

6. Liphook Millennium Centre Management Committee (LMCMC)

- 6.1 To have fully delegated powers under Section 101 of the Local Government Act 1972.
- 6.2 To carry out all matters in accordance with Bramshott and Liphook SOs and Financial Regulations (Annex B).
- 6.3 To manage the Liphook Millennium Centre on behalf of Bramshott & Liphook Parish Council.
- 6.4 To promote the use of the Liphook Millennium Centre (LMC), and monitor its needs and development within the community.
- 6.5 To monitor the building, equipment, and facilities and report all maintenance and repair requirements to the Parish Office.
- 6.6 To prepare and promulgate all documents relating to the day-to day management of the building, including Hire Agreements/Charges for users.
- 6.7 To make recommendations to the Parish Council for the election of appropriate co-opted members of the Committee.
- 6.8 To be responsible for any Sub-Committees or Forums set up by the Committee as approved by the Parish Council, and appoint a Chairman and Vice-Chairmen of these Committees and Chairman of any Forum annually.
- 6.9 The Chairman of the LMCMC Committee is:
 - 6.9.1 Delegated the authority to communicate:
 - 6.9.1.1 Directly with the Scouts and Guides, and the Police over any specific LMC matter that is under consideration by the Council and to report the outcome to the Parish Office and the Parish Council or LMCMC Committee if appropriate.