

Drayton Parish Council

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DRAYTON NEIGHBOURHOOD PLAN IMPLEMENTATION COMMITTEE

TERMS OF REFERENCE FOR WORKING GROUPS OF THE COMMITTEE

Working under the rubric of the Drayton Parish Council Standing Orders
(March 2015):

Committees and sub-committees

- a **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**
- c **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

The following are the specific Terms of Reference for the Working Groups:

1.Purpose

S106/Developer Liaison Working Group

- To consult with the developers/builders/landowners on the three approved housing sites and with VWHDC, OCC, site neighbours and others affected by the development, to ensure the exchange of information and viewpoints
- To ensure that the VWHDC s106 payments schedule reflects the funding

requirements in the Drayton NDP, and to alert the Parish Council of any funding shortfalls or other problems

- To discuss the transfer of ownership of land on the three sites from the current landowner to the Parish Council or other public authorities to ensure that the requirements in the Drayton NDP are met, and to refer draft agreements to the Parish Council
- To discuss with the developers/landowners the setting up of Management Companies for the funding and maintenance of common areas and drainage, with suitable representation for the Parish Council and other affected parties, and to refer draft agreements to the parish Council
- To encourage developers/landowners to meet the aspirations in the Community Policies in the Drayton NDP

Barrow Road Sports Facilities

- To consult with existing sports clubs in Drayton, and assess the demand for, and deficit of, facilities for various outdoor sports in Drayton
- To involve existing sports clubs staff in the Working Group as required
- To research the legal and other requirements of sports bodies in designing the new sports facilities at Barrow Road
- To produce a costed project plan for the sports pitches and sports pavilion to be sited at Barrow Road
- To research and recommend architects to the Parish Council
- To produce a long term business plan for the future viability of the sports provision at Barrow Road, including a recommendation for the legal and management structure

Pre-School Working Group

- To consult with the Pre-School Management Group, governors and head teacher of Drayton Community School and with OCC Education Officers
- To determine the size, site, layout and costs for a new Drayton Pre-School
- To assist the Pre-School Management Group in drafting a Project Plan for a new Pre-School, with timescales and responsibilities
- To outline the legal and managerial structure for the Pre-School, and its relationship to the current structures, and transitions (if any required)
- To identify and recommend the sources of funding for the new Pre-School

Tree Planting Working Group

- To consult with VWHDC, OCC and local Drayton residents
- To identify the siting, species and number of trees required
- To determine costs and a project plan, including timescales
- To outline a maintenance plan for any trees planted.

Retail Working Group

- To work with existing and/or new retailers to improve the shops and retail offerings in the village
- To advise on improvements to the external appearance and parking provision for shops in the village
- To advise village retailers/business developers on implementing policies in the Drayton NDP, using powers laid out in the Localism Act 2011

2. Reporting Line

2.1 Working Groups report through the Drayton2020 Implementation Committee to Drayton Parish Council

2.2 On a day to day basis Working Groups should keep the Parish Council informed of their work and meetings, including copying the Clerk into all email exchanges.

3. Powers

3.1 Working Groups are intended to be consultative, to undertake research and to make recommendations

3.2 Working Groups have no decision-making, legal or financial powers and must not enter into any agreements or undertakings, commit the Council to any orders for goods or services.

4. Membership

4.1 Working Groups have a minimum membership of three, including the Chairperson appointed by the Drayton2020 Implementation Committee

4.2 The Chairperson may co-opt additional members as and when required, but must keep the Clerk informed about the current members

4.3. Members will be made up of those with specific skills, knowledge and aptitude for the work of the Working Group, but should also be representative of the various areas and interest groups in Drayton

4.4 All members of a Working Group may be non-Councillors, but it is advisable, if at all possible, that a Parish Councillor is represented on each Working Group.

5. Meetings, Publicity and Record

5.1 Meetings will be held as and when necessary. Public notice is not required, but the Chairperson should give adequate notice to all members, with a copy to the Parish Clerk of the notice of meeting and Agenda.

5.2 Meetings have a minimum quorum of **three** members

5.3 Working Group meetings are not normally open to the public or press, and can be held in any appropriate location.

5.4 Working Group meetings do not have to be minuted, but may be minuted if the Chairperson wishes to organise this. If minuted, approved and signed Minutes should be lodged with the Clerk.

6. The Seven Principles of Public Life

Members of any Working Groups must abide by the following principles:

The Seven Principles of Public Life, known as the Nolan Principles, were defined by the [Committee for Standards in Public Life](#). They are:

- **Selflessness:** Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.
- **Integrity:** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
- **Objectivity:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- **Accountability:** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **Openness:** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it.
- **Honesty:** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership** Holders of public office should promote and support these principles by leadership and example.

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