



Headbourne Worthy Committee

Terms of Reference

Introduction

In October 2023 HWPC agreed to set up a separate committee to deal specifically with Headbourne Worthy Village matters. This was in recognition that the Kings Barton development benefitted from the Council being able to deal with King Barton matters in a committee and a separate committee for Headbourne Worthy matters would enable greater focus on them rather than having to deal with them in a full Council meeting.

By making the group a formal committee the Council aims to provide transparency and accountability. The Committee acts with the authority of the HWPC. Budgets will be set by the Full Council but the Committee is accountable for the Council's spend on Headbourne Worthy matters. The Committee will seek to work with the residents and with the wider members of the (non-resident) Headbourne Worthy community.

Membership of the Committee

Membership of the Committee may include non-Councillors as well as Councillors. The Chair of the Committee will be a Councillor. Membership and the Chair of the Committee is to be agreed by the Full Council.

The role of the Committee

The Committee will deal with matters in Headbourne Worthy that the Parish Council would be expected to deal with:

1. Dell Playground

The Committee will be responsible for the management of the play area and the play equipment. This will include the inspections of the playground and the management of the maintenance contractor. The appointment of the maintenance contract may be deferred to the Maintenance WG but agreed by the Committee. The Committee will have the authority to agree any expenditure necessary for the upkeep of the playground.

2. Resilience and Down Farm Lane Working Groups

The two Working Groups set up to focus on Resilience and the road improvements in Down Farm Lane will report to the Headbourne Worthy Committee. The Committee will be able to give greater focus to these projects.

It is expected that any expenditure for these projects will be paid for with CIL generated from Headbourne Worthy new builds. Any requirement for funding via the Precept will need to be agreed by the Full Council.

3. Infrastructure projects

The Infrastructure WG will report to the Headbourne Worthy Committee. The Infrastructure WG was set up to prioritise small infrastructure improvements that could be progressed using CIL. The projects put forward by the Infrastructure WG will be agreed by the Committee. Funding for any project may be agreed by the Committee if only CIL funding is

being used. If the funding via the Precept is necessary, then approval by the full Council is required.

4. Planning

The Committee will consider planning matters pertaining to the Headbourne Worthy area. Due to the frequency of the Committee meetings it is also possible that planning matters are considered at a Full Council meeting (if the planning application is submitted before the next Full Council meeting and after a Committee meeting).

5. Rights of Way

The Committee will have responsibility for considering the upgrade and maintenance of the rights of way that run through the Parish. This will include the proposed improvements for Nun's Walk and Barton Meadows.

6. Lengthsman

The Committee and or a Councillor will provide direction for this resource.

Meetings

Meetings will be held regularly, usually in a two month cycle alternating with the Full Council meeting. It is possible that if urgent Committee decisions need to be taken or discussed and a Committee meeting is not scheduled for over two months then the matter can be taken up in a Full Council meeting. This will need to be agreed with the Chair of the Committee and Council.

Agendas and Minutes

The agenda for the meeting will be drawn up by the Clerk. Committee members can inform the Clerk of any matters that they wish to see discussed at the meeting up to 4 days prior to the meeting. The agenda will be published on the Parish Council's website and posted on the village noticeboards in Headbourne Worthy. The minutes of the meetings will be published on the Parish Council's website as soon as is practicable but before the next meeting.

Finance

The Committee will have budget for room hire. The Clerk's time and other expenses will be taken out of the overall Council budget. Budget for the maintenance of the Dell will be agreed by the Full Council when the precept is set.