Headbourne Parish Council Worthy

Kings Barton Committee

Terms of Reference

Introduction

In 2023 HWPC agreed to set up a Committee to deal specifically with the matters that needed the Parish Council's attention in Kings Barton. By doing so the HWPC was enabling greater attention and scrutiny to be paid to King Barton matters and at the same time reducing that time spent at a Full Council meeting. The Council has delegated all decisions relating to Kings Barton to the Committee with the exception of budgetary decisions, the decision to accept the transfer of land from CALA (both of which are required to be taken at a full Council level) and the investment of the commuted sums.

The Committee seeks to work with the residents, including building a close working partnership with the Kings Barton Residents Association and with wider members of the (non-resident) Kings Barton community.

The role of the Committee

The Committee would deal with matters in Kings Barton that the Parish Council would be expected to deal with:

1. **Open Spaces**

The Committee will investigate the provision of the Open Spaces that the Developer, CALA, wish to hand over to another authority. The Committee will seek to understand all matters pertaining to the legal handover of the land including the maintenance, furniture, arboriculture, drainage and landscaping. The intention is that the Committee will ensure that the Council is in a position to take over the land at the time that has been agreed by CALA and WCC. This will include liaising with a solicitor and appointing a maintenance contractor. However, the decision to acquire each Open Space can only be taken at a full Council meeting.

2. **Playgrounds**

The Committee will consult with the residents and liaise with CALA and WCC to ensure the playgrounds that are provided fit the needs of the residents. However, unlike the other stakeholders, the Committee is required to be mindful of the ongoing maintenance issues and costs. The Committee will need to ensure that the equipment specified has a sensible lifespan so as to ensure that replacements will not be required in an unreasonable timeframe and that the maintenance is practical and minimal, in order to provide best value for on-going costs.

3. **Community Building**

The Committee will work with the WCC planning officer to develop plans for the building that works best for the community. This may or may not include community-based organisations and/or Council offices in the building. The Committee will also discuss and seek agreement on the appropriate ownership of the building either by the Council, Castleford or a charitable trust run by the community.

4. **Liaison with WCC Planning**

The Committee will seek to develop a good working relationship with WCC planning. The Committee should invite the new planning liaison officer to the Committee meetings and should work with the officer to understand how CALA is rolling out their plans. The Committee will aim to work with the planning liaison officer in order to communicate the plans to the community effectively. The Committee will also work with the KBRA to communicate to WCC any concerns the residents may have.

5. **Community Liaison**

The Committee will work with the new community liaison officer to facilitate better communication with the Kings Barton community. There should be a Parish Council representative of the Committee on the Kings Barton forum (representing HWPC). The Committee will seek to enable the new residents to participate fully in local democracy and to support the development of the local community's sense of identity.

6. **Roads**

The Committee will seek to understand any issues raised and work for the long term best interests of the residents. The Committee will work with CALA to install three SLR sites on roads that are due to be handed over to HCC.

Meetings

Meetings will be held monthly in accordance with HWPC's Standing Orders.

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. The minutes of the meetings will be published on the Parish Council's website as soon as is practicable but before the next WG meeting.

Finance

The Committee will have use of budget for room hire, the Clerk's time and other expenses. This budget may or may not be increased annually. Budget for the maintenance of the Open Spaces will need to be provided as a separate budget line and will need to be accounted separately.