

## **TERMS OF REFERENCE (TOR's) INDEX**

<b>Committee, Advisory Committee, Working Group</b>	<b>Date last updated &amp; adopted by Parish Council</b>	<b>Page numbers</b>
Highways Improvement Project (Advisory Committee)	16/05/2024	2
Nature Reserve Working Group (Advisory Committee)	16/05/24	3-4
Finance Advisory Committee	16/05/24	5
Wises Lane Monitoring & Liaison Group	16/05/24	6-7
Neighbourhood Plan Steering Group	16/05/24	8
New Build Playstool Public Convenience Committee	16/05/24	9-10
New Build Playstool Public Convenience Sub-Committee	To be reviewed by main committee	11
Designated Nature Reserve Working Group	To be reviewed by main Nature Reserve Working Group	12
VE Day 80 Working Group	16/01/25	13

# **HIGHWAYS IMPROVEMENT PROJECT ADVISORY COMMITTEE**

Members: Cllr Bolas; Cllr Baldock; Cllr Sims, Cllr Tumber, Cllr Small

LAST ADOPTED: 16/05/2024

## **1. The role of the Highways Improvement Project Advisory Committee is:**

(a) To prepare a plan for the Full Council to adopt, which should be reviewed regularly by the committee to keep abreast of changing circumstances within the Parish.

The main aim of the plan is to make roads safe for all residents and visitors to the Parish. The full plan shall be constructed with priorities identified to work on in both the short and long term.

## **2. Rights and Powers**

(a) The Highways Improvement Project Advisory Committee shall have no rights or powers. All recommendations shall be presented for consideration to the Full Council.

## **3. Membership**

(a) The Highways Improvement Project Advisory Committee shall consist of a minimum of 3 Councillors.

(b) The Chairman will be an ex-officio member unless they are a committee member.

## **4. Meetings**

(a) The Highways Improvement Project Advisory Committee will arrange meetings as and when required.

(b) Meetings are informal and therefore there is no requirement to display the agenda publicly.

(c) The meetings shall not be open to the public.

## **5. Voting**

(a) All recommendations of the Highways Improvement Project Advisory Committee shall be determined by a majority vote for consideration by the Full Council.

## **6. Responsibilities**

(a) To provide regular updates to Full Council on the progress of the Highway Improvement Plan and actions, and any recommendations for updates to the plan.

(b) To provide updates to the Full Council on Highways matters at the Parish Council monthly meeting.

(c) When providing a recommendation to Full Council for consideration include an assessment of potential risks/benefits and estimated costs of the undertaking.

## **7. Rules and regulations**

(a) The Councillor's Code of Conduct will apply to all Members of the advisory committee

# **NATURE RESERVE WORKING GROUP**

Members: Cllr Bolas; Cllr Baldock; Cllr Butlin

LAST ADOPTED 16/05/2024

## **1. Introduction**

Borden Nature Reserve currently provides both valuable habitat for a range of wild animals and plants, and a widely enjoyed access to public space for leisure. These two aspects can present a conflict of interest between the needs of management for nature preservation and the public desire for access.

The site is leased by Borden Parish Council from KCC. This lease is due for review in September 2024. The maintenance and gases arising from its previous use as a landfill site are managed by KCC. This occasionally results in disruption to habitat.

The following issues have come to the attention of the Parish Council which will need to be resolved by both parties before entering into any new lease which may be offered. These include, but are not restricted to:

- (a) Responsibilities of the owner and their plans for essential works.
- (b) Responsibilities of the leaseholder and period of any new lease.
- (c) KCC objectives for the site including enhancing public access and development nearby or on site.
- (d) The effects of climate change and potential mitigation measures.
- (e) Parish Council objectives and priorities, including management plans, delivery of management plans, costs, and liabilities.
- (f) Management of occupation by homeless persons, littering, fly-tipping, camping, antisocial behaviour, trial and quad bikes.
- (g) Liabilities and their mitigation.
- (h) Management of the valuable habitat for a range of wild animals and plants.

## **2. The role of the working group**

- a) The PC wishes to involve the local community by consulting them on future arrangements for the site. To do this it intends to facilitate a working group of interested parties under the terms of reference stated in point 3:

## **3. Membership**

- (a) The group shall be composed of no more than 10 members, two of whom must be a Borden parish Councillor. Anyone wishing to be part of the group should apply to the Parish Council.
- (b) The group shall elect a Chair to represent and communicate views on the group's behalf. No individual member can claim to represent the views of the group.
- (c) The Chairman of the Parish Council shall be an ex-officio member of the group.

## **4. Rights and Powers**

The Nature Reserve Working Group shall have no rights or powers. All recommendations of the committee shall be determined by majority vote for consideration by Full Council.

## **5. Voting**

- (a) All decisions of the Nature Reserve Working Group shall be determined by a majority vote for recommendation to the Full Council.

## **6. Responsibilities**

- (a) The Nature Reserve Working Group shall agree on the aspects to be reviewed and the timescales for achieving these with the Parish Council before undertaking any further work.
- (b) KCC must be included in the process, together with a wide range of stakeholders representing the interests of all users and affected parties. Because Nature has no voice those with experience and expertise in wildlife and habitat management must be consulted.
- (c) The group shall present interim reports to the Parish Council quarterly and a non-binding report at least four months before the expiry of the current lease.

## **7. Rules and regulations**

- (a) The Councillor's Code of Conduct will apply to all Members of the advisory committee.

## **FINANCE (ADVISORY COMMITTEE)**

Members: Cllr Bolas, Cllr Sims, Cllr Butlin, Cllr Palmer

LAST ADOPTED 16/05/2023

### **1. The role of the Finance Advisory Committee is:**

- (a) To prepare the annual budget and suggested precept for consideration by the Full Council.
- (b) To review the allocation of both general and earmarked reserves for consideration by the Full Council.
- (c) To monitor the Council's financial risk assessments and recommend changes where necessary to the Full Council.
- (d) To ensure adequate financial controls are in place to utilise and protect the Council's finances and assets, including insurance of buildings and property and maintenance of the asset register.
- (e) To review the Council's Financial Regulations annually to ensure that the Council is observing the regulations and report breaches found or required amendments to the Full Council for consideration prior to their annual review.

### **2. Rights and Powers**

- (a) The Finance Advisory Committee shall have no rights or powers. All recommendations of the committee shall be determined by a majority vote for consideration by the Full Council.

### **3. Membership**

- (a) The Finance Advisory Committee shall consist of up to 4 Councillors.
- (b) The Chairman will be an ex-officio member unless they are a committee member.

### **4. Meetings**

- (a) The Finance Advisory Committee will hold meetings as and when required, which will be organised by and attended by the Clerk/RFO.
- (b) Meetings are informal and therefore there is no requirement to display the agenda publicly.
- (c) Notes will be recorded by the Clerk/RFO of the Committee's proposed recommendations, and these will be circulated to Councillors for consideration at the next Full Council meeting.
- (d) The meetings shall not be open to the public.

### **5. Voting**

- (a) All decisions of the Finance Advisory Committee shall be determined by a majority vote for recommendation to the Full Council.

### **6. Responsibilities**

- (a) Primary Purpose: to manage the Council's financial resources and to debate and recommend strategy and action on policy and operational matters concerned with the Council's finances, property, resources, land, and manpower.
- (b) When providing a recommendation to Full Council for consideration they will include an assessment of potential risks/benefits and any estimated costs of the undertaking.

### **7. Rules and regulations**

- (a) The Councillor's Code of Conduct will apply to all Members of the Finance Advisory Committee.

## **WISES LANE MONITORING AND LIAISON GROUP**

Members: Cllr Jemmett, Cllr Butlin, Cllr Steadman  
LAST ADOPTED 16/05/24

### **1. The role of the Wises Lane Monitoring and Liaison Group is:**

- (a) To monitor the development under the planning application 17/505711/HYBRID against the planning conditions and report any issues to the parish council.
- (b) Make recommendations to the Full Council on the usage of S. 106 money.
- (c) Liaise with Barratt David Wilson (BDW) and report to the Full Council on the potential use of community areas in Phases 2f, 5a, 5b and 5c.
- (d) To investigate ways of integrating new residents into the Parish.
- (e) To investigate ways in which the development can bring benefits to the wider Parish

### **2. Rights and Powers**

- (a) The Wises Lane Monitoring and Liaison group shall not have any decision-making powers.
- (b) The Wises Lane Monitoring and Liaison group shall only exist during the period that the development is being constructed.
- (c) The Wises Lane Monitoring and Liaison group shall liaise with the developer taking care to express the approved views of the council.

### **3. Membership**

- (a) The Wises Lane Monitoring and Liaison Group shall consist of up to 5 Councillors.
- (b) The Wises Lane Monitoring and Liaison Group shall require a quorum of at least 3 Councillors to formulate recommendations to the Full Council.
- (c) The Wises Lane Monitoring and Liaison Group may not appoint any other members without the Full Council's permission.
- (d) The Wises Lane Monitoring and Liaison Group shall elect a Chairman and Vice Chairman at its first meeting and annually after each Annual General Meeting of the Full Council.
- (e) In the absence of the Chairman and Vice Chairman the committee shall appoint a Chair for that meeting.

### **4. Meetings**

- (a) The Wises Lane Monitoring and Liaison Group will arrange informal meetings as and when required and produce a report to be presented to the Full Council.
- (b) Reports will consist of items to be discussed at the next meeting with the developer along with a written report of items that were discussed at the previous meeting with the developer.
- (c) Meetings can take place remotely or in person.
- (d) Meetings shall not be open to the public or subject to the same agenda requirements of the Parish Council.

### **5. Voting**

- (a) All recommendations of the Wises Lane Monitoring and Liaison Group shall be determined by a majority vote of members present at the meeting.

## **6. Responsibilities**

(a) To provide regular updates to the Full Council on any issue and make recommendations for consideration.

## **7. Rules and regulations**

(a) The Councillor's Code of Conduct will apply to all members of the Wisers Lane Monitoring and Liaison Group.

# **NEIGHBOURHOOD PLAN STEERING GROUP**

**Members:** Cllr Butlin & Cllr Steadman

LAST ADOPTED 16/05/24

## **1. Background**

Borden Parish Council at its meeting on 16<sup>th</sup> January 2020 Resolved that it will consider preparing a Neighbourhood Plan.

## **2. Purpose/Objective of the Steering Group**

- (a) Borden Parish Council is the qualifying body for the preparation of a Neighbourhood Plan for the Parish of Borden and will remain responsible for public engagement, consultation, and communication. The Parish Council has agreed to establish a Neighbourhood Plan Steering Group (Steering Group) to guide and agree on the content of the plan and all associated evidence.
- (b) The objective of the Steering Group is to produce a sound draft Neighbourhood Plan for the Parish of Borden that defines the spatial planning policy priorities, considering all representations made during the plan-making process and having regard to all relevant existing plans and evidence.

## **3. Role of the Steering Group**

- (a) The role of the Steering Group will be to manage and guide the development of the Neighbourhood Plan and to assist with community engagement.
- (b) The Steering Group will manage relationships with other bodies.

## **4. Steering Group Membership**

- (a) The Steering Group will comprise of the following members:
  - A minimum of two Parish Councillors
  - A maximum of 8 residents from the Parish of Borden
- (b) Membership may be reviewed as deemed necessary by the Parish Council

## **5. Meetings**

- (a) The Steering Group will meet on a regular basis.
- (b) The Steering Group will be chaired by a Parish Councillor.
- (c) All recommendations of the Steering Group for Full Council shall be determined by majority vote, with the required attendance of at least 4 members present at the meeting.
- (d) The Steering Committee when necessary, may make decisions by email.
- (d) The Steering Group may invite technical specialists to attend meetings.

## **6. Reporting and Communication**

- (a) Each Steering Group meeting will be reported to the Full Council, along with any recommendations for consideration by the Full Council regarding the development of the Neighbourhood Plan.
- (b) Borden Parish Council will manage the communication strategy for the Neighbourhood Plan

## **7. Rules and regulations**

- (a) The Councillor's Code of Conduct will apply to the Neighbourhood Plan Steering Group.



# **NEW BUILD PLAYSTOOL PUBLIC CONVENIENCE COMMITTEE**

Members: Cllr Sims; Cllr Bolas, Cllr Butlin, Cllr Tumber & Nigel Sands (non-Cllr).

ADOPTED: 16/05/24

## **1. The role of the New Build Playstool Public Convenience Working Committee is:**

- (a) To oversee the planning and implementation of the build of a replacement public convenience at the Playstool, Borden. To do this the Committee will;-
  - To gather quotes and where necessary go out for tender as per the Parish Councils financial regulations.
  - To liaise with suppliers and contractors where required.
  - To keep transparent accounting records in readiness for audit by the Department for Levelling Up, Housing & Communities (DLUHC) as part of the Community Ownership Fund (COF) grant. These can be subject to audit for a maximum of 7 years.
  - To ensure the required policies are in place to take forward the COF grant.
  - To work with the DLUHC project manager and keep them updated on any changes that may be required to the initial project.
  - To keep the full Council updated on progress.

## **2. Rights and Powers**

- (a) The working committee shall oversee the planning and implementation to construct and install the new build to the structural specification agreed by the full Council and within the agreed budget provided by the full Council.
- (b) The working committee decisions will adhere to the Parish Council Policy and Governance agreed by the full Council.
- (c) The working committee shall have delegated powers to spend up to £5000 per task to be used when the need arises e.g to progress urgent works without delay so that the project stays on its timeline, and any spending will be in line with Financial Regulations, and be reported back to the Full Council at their next meeting.
- (d) The Clerk shall have delegated powers to go out for quotes and tenders in line with Financial Regulations, as and when required by the Committee, and update the Full Council at the next meeting

## **3. Membership**

- (a) The working committee shall consist of a minimum of 3 Councillors and will have the ability to adopt non-Parish Councillors for their expertise as required to form the full Working Committee.
- (b) The working committee shall require a quorum of members to formulate recommendations to the council
- (c) The working committee shall elect a chairman and vice chairman at its first meeting.
- (d) In the absence of the chairman and vice chairman the committee shall appoint a chair for that meeting.

## **4. Meetings**

- (a) The working committee will arrange informal meetings as and when required and produce minutes of those meetings to the full Council.
- (b) Meetings can take place remotely or in person.
- (c) Members of the community may be able to attend by invitation of the working committee.

## **5. Members Voting**

- (a) All recommendations of the working committee shall be determined by majority vote of members present at the meeting and in the event of a tie the Chairman will have the casting vote.

**6. Responsibilities**

(a) To ensure the build remains within the allocated budget provided by the Parish Council.

**7. Rules and Regulations**

(a) The Councillor's Code of Conduct will apply to all Members of the working committee.

## **NEW BUILD PLAYSTOOL PUBLIC CONVENIENCE SUB-COMMITTEE**

Members: Cllr Sims; Cllr Bolas, Cllr Butlin, Cllr Tumber & Nigel Sands (non-Cllr).

LAST ADOPTED 16/05/2024

Members: Cllr Sims; Cllr Bolas, Cllr Butlin, Cllr Tumber & Nigel Sands (non-Cllr).

ADOPTED: 04/03/24 by the New Build Playstool Public Convenience Committee.

### **The role of the New Build Playstool Public Convenience Sub-Committee is:**

- (a) To address any issues or concerns raised during any phase of the project, which require urgent attention to allow the project to progress and be completed within the strict timeline.
- (b) To keep the main committee updated on progress at their regular meetings or if necessary to gain agreement to call an extraordinary meeting of the main committee where decisions outside of the sub-committee's remit are required.

### **Rights and Powers**

- (a) The sub-committee shall conduct research, information gathering on any potential challenges or limitations, site visits, and engagement with Architects, engineers, and contractors.

### **Membership**

- (a) The sub-committee shall consist of a minimum of 3 Councillors and will have the ability to adopt non-Parish Councillors for their expertise.
- (b) The sub-committee shall elect a chairman and vice chairman at its first meeting.
- (c) In the absence of the chairman and vice chairman the committee shall appoint a chair for that meeting.

### **Meetings**

- (a) The sub-committee will arrange informal meetings as and when required and produce notes of those meetings to be presented at the full committee meetings.
- (b) Meetings can take place remotely or in person, as and when required to deal with urgent issues, without the need for a formal agenda.

### **Members Voting**

- (a) All recommendations of the sub-committee shall be determined by majority vote of members present at the meeting and in the event of a tie the Chairman will have the casting vote.

### **Responsibilities**

- (a) To report all actions and findings back to the full Committee.

### **Rules and Regulations**

- (a) The Councillor's Code of Conduct will apply to all Members of the working committee.

# NATURE RESERVE DESIGNATION SUB-COMMITTEE

Members: Cllr Bolas; Cllr Baldock and Cllr Butlin  
LAST ADOPTED 16/05/2024

## 1. Introduction

The Nature Reserve Designation Sub Committee has been established with the purpose of advocating for and obtaining designated status for Borden Nature Reserve with Natural England.

This designation will recognise the ecological importance of the Nature Reserve, ensure its conservation and management for future generations, and provide legal protections to safeguard its biodiversity and natural resources.

## 2. The role of the working group

- (a) The primary purpose of the Nature Reserve Designation Committee is to pursue the official designation of Borden Nature Reserve as a protected area.
- (b) Recognising the ecological significance and value of preserving natural habitats, this committee aims to coordinate efforts, engage stakeholders, and navigate the necessary processes to achieve official designation status for the Nature Reserve with Natural England.
- (c) Developing a comprehensive management plan for Borden Nature Reserve, outlining conservation objectives, land use policies, and monitoring strategies
- (d) Where necessary research and document the ecological significance and biodiversity of the Borden Nature Reserve, including its flora, fauna, and ecosystems.
- (e) Assessing the legal and regulatory requirements for the Nature Reserve's designation with Natural England.
- (f) Liaising with conservation organisations, and other stakeholders to gain support for the designation process.
- (g) Engaging in stakeholder consultation processes to gather input and feedback on the designation proposal and management plan.

## 3. Membership

- (a) The group shall be composed of up to 5 members, three of whom must be a Borden Parish Councillor.
- (b) The group shall elect a Chair to represent and communicate views on the group's behalf. No individual member can claim to represent the views of the group.

## 4. Rights and Powers

- (a) The Nature Reserve Designation Sub-Committee shall have no rights or powers.

## 5. Voting

- (a) All recommendations of the sub-committee shall be determined by a majority vote for consideration by the Full Council.

## 6. Responsibilities

- (a) The group shall present regular reports to update the Full Council on progress.

## 7. Rules and regulations

- (b) The Councillor's Code of Conduct will apply to all Members of the advisory committee.

## **VE DAY 80 WORKING GROUP**

Members: Cllr Sims; Cllr Jemmett; Cllr Harrison

**LAST ADOPTED 16/01/25**

### **1. The role of the Coronation Working Group is:**

(a) To research, plan and implement the VE Day 80 celebrations for Borden which are due on the 8<sup>th</sup> May 2025. This shall include registering for the Borden event on the VE Day 80 website

<https://www.veday80.org.uk/>

### **2. Rights and Powers**

(a) The VE Day 80 Working Group is a working group of the parish council and shall not have any financial purchasing powers.

### **3. Membership**

(a) The working group shall consist of no less than 3 councillors.

(b) The working group shall require a quorum of at least 3 councillors to formulate recommendations to the council.

(c) The working group may co-opt members of the public as required.

(d) The working group shall elect a chairman at its first meeting and annually after each Annual General Meeting of the council.

(e) In the absence of the chairman the committee shall appoint a chair for that meeting.

### **4. Meetings**

(a) The working group will arrange informal meetings as and when required and produce regular reports to full council as and when necessary.

(b) Meetings can take place remotely or in person.

(c) Members of the community may be able to attend by invitation of the working group.

### **5. Voting**

(a) All recommendations of the working group shall be determined by majority vote of members present at the meeting and in the event of a tie the chairman shall have the casting vote.

### **6. Rules and regulations**

(a) The Councillor's Code of Conduct will apply to all councillors in the working group.