

Payhembury Parish Council

Requirements Working Group - Terms of Reference

Approved by Payhembury Parish Council at the Parish Council Meeting on 11/11/2020

1. Background

Payhembury Parish Council (PPC) have been offered a piece of land for potential use as a car park, allotments and football pitch, which on the face of it might solve some village problems. There is no other land available to the Council for this purpose.

There is some local objection to the re-purposing of the proposed land. The requirement for all three components and the practicality and usefulness of the land for the purposes stated has been questioned.

Rather than making this decision in isolation, the PPC have decided to form a working group with a wider consultative remit to help inform the decisions going forwards.

2. Purpose of Working Group (RWG).

The working group has been formed to:

A. Immediate: To inform the PPC of the need.

- Review the requirements for increased parking in the village – i.e. to confirm or otherwise refute the demand.
- Review the requirements for allotments – i.e. to confirm or otherwise refute the demand.
- Review the requirement for a full-size football pitch – i.e. to confirm or otherwise refute the demand.

B. Medium term: To inform the PPC of the suitability of the proposed site (on the assumption that the outcome of A is confirming the need for one or more of the above).

- Investigate the suitability of the proposed site to meet the demand, including feasibility, costs etc.

3. Reporting

The group will report progress to every Parish Council meeting, either in writing or in person. These are held six times a year on the third Wednesday of each uneven month, in Payhembury Parish Hall (currently via Zoom).

4. Status and responsibilities

RWG is a working group of Payhembury Parish Council. It will act in an advisory capacity to the Parish Council. It has no powers to commit the PC to spending and does not hold decision making powers. The RWG may liaise with other Parish Councils and consult with other organisations. The final version of the Terms of Reference shall be subject to approval by the Parish Council at a full PC meeting

5. Time

The RWG will be constituted for an initial period of 18 months or until the questions are answered. This period may be extended by the Parish Council at a full PC meeting.

6. Membership

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The RWG will be formed of representatives of interests in the village who are stakeholders in the challenges the village face.

Additional members may be co-opted to represent other relevant interests in the village.

Maximum total number 6.

- 2 x representatives of those identified institutions – the School, village hall & Shop
- 2 x community volunteers
- At least one Parish Councillor (preferably 2).

Quorum will be three.

The group will appoint a chairman and a secretary.

The membership will be approved by the Parish Council.

The group are looking for community volunteers to help in this regard. These have to be people who have an open mind (i.e. have not declared a strong interest in the matter in either direction, are not the person making the offer of land nor those directly affected by it) and who are helping the PPC to inform their decision.

7. Meetings

Working Group Meetings do not have to be open to the public, agendas do not have to be written nor minutes kept, as this is not a formal committee; it would be beneficial for the working group to at least produce notes (which can also form the report to the PPC), and is likely to have agendas for the participants to be able to answer the questions posed. The reports to the PPC will be made publicly available.

8. Expenses

The group has no budget, and reimbursement for the members' time will not be made. Food and drink expenses will not be reimbursed. The group may apply to the PC for reasonable out of pocket expenses incurred in the course of the working group's work.