



RUDGWICK PARISH COUNCIL

TERMS OF REFERENCE

Date Adopted	Minute Number	Review Date
13 May 2018		May 2019
12 May 2019	FC012-19/20	May 2020
8 June 2020	FC035-20/21 (FPHR010-20/21)	May 2021
10 August 2020	FC112-20/21	May 2021
05 May 2021	FC016-21/22	May 2022
09 May 2022	FC017-21/22	May 2023
15 May 2023	FC015-23/24	May 2024
10 th July 2023	FC079-23/24	May 2024
11 th Sept 2023	FC110-23/24	May 2024
13 th May 2024	FC014-24/25	May 2025
12 th May 2025	FC016-25/26	May 2026
11 th May 2026	FC016-26/27	May 2027

*Clerk, Rudgwick Parish Council, Rudgwick Parish Office,
Rudgwick Hall, Bucks Green, Rudgwick, West Sussex RH12 3JJ*

(in accordance to Standing Orders 4.d.i-xii)

1. Committees

Planning

Number of Committee members: All RPC members.

The Quorum to be comprised of no less than four members of the Committee.

Meetings:

- To be held subject to planning applications received from Horsham District Council at either Rudgwick Hall, Bucks Green or Jubilee Hall, Church Street at 6.00 pm.

Roles and functions:

- To make representations to the Local Planning Authority (Horsham District Council) on any applications and amendments to applications that have been notified to the Parish Council in accordance with the Town and Country Planning Act 1990 paragraph 8 schedule 1 and any other planning matters that affect the Parish.
- To consider and monitor the Parish Development plans (Rudgwick Neighbourhood Plan, HDC Local Plan and County Structure Plan).
- Housing Needs Surveys to be initiated and reviewed as appropriate.
- To seek high standards of planning for all new development within the parish with reference to all appropriate local and statutory planning policies and plans.
- To make effective representations in respect of all public enquiries and/or meetings in public where appropriate.
- Monitor the general environment of the Parish is so far as is possible and report any maintenance or potential hazards regarding to footpaths and bridleways and breaches in planning conditions or policies.
- Delegate to the Tree Warden all planning applications in relation to Tree Preservation Orders and make comments to the Local Planning Authority having due regard to his recommendations.
- To consider and respond to local Mineral Plan consultations
- To consider and respond to Waverley Borough and Surrey County Council development plans which impact upon the Parish.
- To oversee Neighbourhood Plan Steering Committee.

The Planning Committee has delegated powers. (Standing Order 5.j.v)

Where planning deadlines must be met outside meeting dates, councillors will meet electronically. The Chair of the Planning Committee to confirm the decision and the Clerk to inform Horsham District Council Planning.

The minutes/notes of Planning Committee meetings (including delegated decisions) will be received at the next Planning Committee meeting or full RPC meeting, whichever occurs first.

**Finance and Scrutiny Committee
(Provisional to be updated at the first meeting of the committee)**

Number of Committee members: minimum four/maximum nine (including the Chairman and Vice-Chairman of the Parish Council).

The Quorum to be comprised of no less than three members of the Committee.

Meetings:

To be held in July, November and March/April at either Rudgwick Hall, Bucks Green, Rudgwick or Jubilee Hall, Church Street, Rudgwick, times to be published.

Roles and Functions:

- To recommend to the council an annual budget and precept
- To regularly monitor income and expenditure and report significant variations to the Full Council.
- To scrutinise contracts (of all types) with both customers and suppliers.
- To check bank reconciliations quarterly.

Committee calendar:

July

- To review the year end final accounts and assess adequacy of General Reserves and Asset Sinking Funds.
- To review the Parish Council business plan and assess adequacy of capital funding needed.
- To review the 1st quarter of the new financial year's accounts versus budget.

November

- To propose the Budget and Precept for the next financial year
- To propose the Hall and Field Hire charges for the next financial year

March/April

- Review Financial Regulations
- Review performance of Leases, Licences and Service Contracts

And put forward any proposed changes to the Annual Meeting of the Parish Council.

HR and Policies Committee

(Provisional to be updated at the first meeting of the committee)

Number of Committee members: minimum four/maximum nine (including the Chairman and Vice-Chairman of the Parish Council).

The Quorum to be comprised of no less than three members of the Committee.

Meetings:

To be held in (to be confirmed) and (to be confirmed) at either Rudgwick Hall, Bucks Green, Rudgwick or Jubilee Hall, Church Street, Rudgwick, times to be published.

Roles and Functions:

- To liaise with the Clerk on HR matters as necessary, escalating to RPC Chairman or full council as appropriate.
- To ensure that Job Descriptions & Contracts of Employment are adequately in place for all staff.
- To ensure that the Performance Appraisal process is undertaken timely for all staff, and is aligned to Staff Action Plans and annual salary increments, as appropriate
- To support the Chairman's line management responsibility of the Clerk, as required.
- To look at standing orders and policies and review compliance and relevance.
- To monitor relevant NALC guidance and action required

Committee calendar:

(to be confirmed)

Halls, Recreation and Open Spaces

Number of Committee members: minimum four/maximum nine (including the Chairman and Vice Chairman of the Parish Council).

The Quorum to comprise of no less than three members of the Committee.

Meetings:

to be held in September/October, February and April at either Rudgwick Hall, Bucks Green, Rudgwick or Jubilee Hall, Church Street, Rudgwick, times to be published.

Roles and Functions (Halls):

- To maintain, manage and improve the Rudgwick and Jubilee Halls and King George V Building (changing rooms).
- To work with the Clerk in the day to day management of the halls.

Roles and Functions (Recreation and Open Spaces):

- To maintain, manage and improve the King George V Playing Fields, Churchmans Meadow and Foxholes Copse Wood.
- To hold King George V Building meetings for users as appropriate as part of the Parish Council Field Management.
King George V Building/ playing fields management procedures to be developed.
- Clerk to refer day to day management issues to the Chairman of the Committee.

Roles and Functions (Halls):

- To maintain, manage and improve the Rudgwick and Jubilee Halls and King George V Building (changing rooms).
- To work with the Clerk in the day to day management of the halls.
- Each member to be given specific responsibilities regarding the three halls.

Complaints

Number of Committee members: Four including the Chairman, unless the Complaint is against the Chairman, then it is the Vice Chairman

Meetings: when required

Roles and Functions:

- To deal with complaints from staff, councillors and parishioners fairly, equitably, and consistently.

Chairmen and Vice Chairmen for Committees are appointed at the Annual Meeting of the Parish Council.

WORKING GROUPS

Meeting: as and when required, meetings to take place at Rudgwick Hall, Bucks Green, Jubilee Hall, Church Street, Rudgwick or Milk Churn*, Lynwick Street at 7.00 pm.

Emergency Planning, Resilience and Community Safety

Number of members: Four including two Councillors

Roles and Functions:

- To recommend to the Council an Emergency Plan for Rudgwick Parish.
- To prepare emergency plans in conjunction with Horsham District Council and ensuring guidelines provided by HDC and other external organisations are adhered to.
- To co-ordinate response to emergency events such as floods, snow, electricity shortage and provide a place of safety (Rudgwick Hall) in case of major incidents.
- To ensure appropriate information is cascaded to parishioners via the Parish Magazine/Rudgwick Parish Council and in time of emergency, via an established list of volunteers, Rudgwick Parish Council Web site/ Facebook and Twitter Accounts.

Drainage Working Group

Number of members: A maximum of eight, including at least two Councillors.

Roles and Functions:

- To investigate the issues with drainage (sewage and surface water) in the parish of Rudgwick with a view to achieving a substantial improvement compared to historical events.
- The main focus is to be on Church Street and its associated surrounds but not at the exclusion of other areas.
- Within the investigation, to assess if the drainage systems are capable of sustaining the transport of the volume of water expected.
- To assess if the volume of water expected matches the volume of water experienced.
- To establish a log of events historically and in the future for use in identifying issues and potential solutions.
- Determine if the flow of water is too much for the pipes or if blockage of the system is the main issue.
- To liaise with WSSC, HDC, Highways and others as appropriate to enable resolution of defects found.
- To report to the RPC council to keep them informed of progress.
- As the DWG is subservient to the RPC, to pass recommendations to the RPC when decisions are required.

Climate and Environment Working Group

Number of members; No maximum, including at least two Councillors.

Rudgwick Parish Council acknowledges that we all need to act on the causes and impacts of climate change as the current levels of global warming and projected future impacts require urgent action. As a result, it is our intention to take action, where we can, to minimise the effect of this.

- Policy making - consider the relevance of effect on the climate and carbon emissions when making all future council decisions. When opportunity arises provide feedback on district and county council strategies for transport, housing as well as specific feedback on planning applications. This provides justification to treat climate change as a factor in future decision making.
- Environment – to encourage action in this area.
- Education – support all efforts to be made to inform and involve the whole community of this project. As part of this to engage local schools/children and youths in this programme.
- Recycling – a commitment to continue to support and improve engagement and information in this area as well as support action already being taken.
- Air Quality - a commitment to look at this and consider how the Parish Council can help to improve action in this area.
- Liaison – to continue working with Horsham DC, other local parish councils and all environment groups (especially GGR) to support work on this subject.

Bucks Green Housing Development Task and Finish Group

Number of members; maximum six, including at least five Councillors.

- Chair/Vice Chair of Parish Council
- Chair of Planning Committee
- Neighbourhood Plan Chair
- District Councillor
- Parish Councillor (Delegate)
- Parish Councillor (Reserve)

Scope

The Bucks Green development site allocated in Policy HA14 of the emerging new Local Plan for Horsham District and therein referenced as RD1 in advance of any submitted detailed planning application.

Objective

To engage with the site promoter with a view to:

- seeking clarification of the proposals where necessary, e.g.

- access
- landscape buffer
- green space
- drainage
- communicating factors the parish council considers relevant to the development, e.g.
 - RPC submission to HDC on RD1 (and also RD2)
 - Traffic issues in Bucks Green
 - Neighbourhood Plan policies
 - Active Travel strategic initiative to link Bucks Green and Rudgwick

Rules of Engagement

- Working Group to meet as required – quorum 3
- At any meeting with the site promoters (real or virtual) at least 2 parish councillors are required to be present
- No promises or commitments are to be made outside of a full parish council meeting
- Openly discuss but do not engage in any negotiation
- Working Group has no delegated powers
- A written summary report of all meetings will be required (to include meetings with the site promoter)
- Regular report/feedback to full council
- Preface any discussion with disclaimers; keep notes of meetings and calls; make clear at the outset that discussions are not binding
- At the earliest opportunity refer any prejudicial concerns to the Proper Officer

Each Council member to be on a minimum of two committees.