



Parish Enhancement Group (PEG)

Terms of Reference

Overview

- This Group reports to Full Council.
- The Group will oversee and drive the Parish Council's efforts to maintain and improve the environmental, infrastructural and social features of Headley Parish.
- The Group will oversee the management and maintenance of Parish-owned features and other assets.
- The Group will oversee the development and review of the relevant Council policies, e.g. on Memorial Trees and Benches, Christmas Lights etc.
- The Group will identify a rolling programme of initiatives and projects that it intends to pursue on behalf of Headley parishioners.
- The Group will pursue its remit in conjunction with community groups, businesses and local landowners and other individuals.
- Full Council may also refer matters to the Panel for consideration.

Aim

The Group's aim is to enhance the appeal of the area by improving the condition, sustainability and resilience of existing features of Headley Parish and, where possible and appropriate, creating new ones.

Purpose

Benefits to the community could include a stronger sense of pride of place, higher environmental awareness, improved public safety and new partnerships with and between business and community groups.

The Group will oversee and drive the Parish Council's efforts to improve the environmental, infrastructural and social features of Headley, Headley Down, Arford and their surrounding hamlets. Wherever possible and appropriate, this should be in partnership with the local community.

The PEG's activities will principally be focused on land owned by the Parish Council but may include working in partnership with other public authorities, land-owners and interested groups to enhance other local features and places.

Functions

Core functions of the Group will include:

- Management and future development of existing assets, such as the Orchard and Wild Flower Meadow on the Village Green.

- Overseeing in conjunction with relevant HPC leads Parish-owned land such as Arford Common, Headley Hill Woods, Stanford Land, the Pound, Saunders Green, Headley Village Green and Stanford Green.
- Overseeing the regular inspection, maintenance and cleaning of Parish-owned assets such as bus shelters, play areas defibrillators and the War Memorial.
- Monitoring public safety issues as and when required within the Parish and exploring with the authorities responsible whether improvements can be made.
- Identifying and agreeing a list of initiatives and projects that should be pursued to enhance the Parish.
- Regularly reviewing and reporting progress against this list.
- Considering additional ideas and proposals in year and, where appropriate, adding these to the main list.
- Developing and promulgating policies for certain long-term activities and responsibilities, such as Memorial Trees and Benches and Christmas Lights.
- Liaising with and working alongside key organisations, community groups and parishioners of all ages to achieve agreed shared objectives in line with the Group's core aims and purpose.

Membership

The Group will comprise at least four members. These may be drawn from Council members and the wider Headley community. It shall elect a member to act as Chair. Three members must be present at a meeting for it to be quorate.

The Group may invite Councillors and other members of the public with relevant expertise and interests to attend meetings from time to time and to participate in ad hoc sub-groups to pursue specific and time-limited projects.

Meetings

Regular Meetings will be internal and not open to the public. The Group will meet a minimum of four times per year. Additional meeting dates may be required to consider matters of a more urgent or pressing nature.

An Annual Public Meeting may be held to showcase the Group's work and gain ideas for further activities.

Reporting

The Group will present its proposed list of projects and initiatives to the Full Council and, once it is agreed, it will report regularly on progress against these. A system of reporting progress to the wider community will be instituted.

Funding

A small Annual Budget will be provided by Full Council. The group will report on expenditure against this budget and other relevant budget headings as part of its regular updates to Full Council. Any request for additional funding will be brought to Full Council for agreement.

Minutes and Officer Support

Minutes and any recommendations therein will be presented to Full Council. No Officer support will be required for meetings but some support from the Clerk and others may be required to pursue agreed decisions and initiatives.

Termination

The Parish Council may decide to terminate the Parish Enhancement Group if and when it feels that the Group has ceased to be a useful mechanism for achieving its objectives. Responsibility for pursuing on-going functions may pass to a replacement Group or to the Full Council.