

MEETING OF CRASTER PARISH COUNCIL
Thursday 29th July 2021 – 6.00pm in the Hall (for Councillors) and
via Zoom (for members of the public).

Agenda

Members of the public are asked to join our meeting via Zoom via the link below if they are able to do so:

Join Zoom Meeting

<https://us02web.zoom.us/j/85106590569>

Meeting ID: 851 0659 0569

Dear Councillor,

In accordance with the Local Government Act 1972, I hereby give you notice that a meeting of Craster Parish Council will be held in the Craster Memorial Hall on **Thursday 29th July 2021 at 6pm** to transact the following business:

- 1. Apologies for absence**
- 2. Declarations of interest**
- 3. Confirmation of the minutes for the meeting held on 17th June 2021**
- 4. Co-option of Mr Alan Gregory on to the Parish Council**
- 5. Public participation**
- 6. Report by County Councillor Wendy Pattison**
- 7. Update on pilot scheme to permit overnight use of motorhomes within selected NCC car parks within the Northumberland Coast AONB – report included.**
- 8. 2022-23 Local Transport Plan Programme Consultation – report included.**
- 9. Report from Embleton Joint Burial Committee representative**
- 10. Report from Craster Community Trust representative**
- 11. Update on the installation of the Craster trail map in the quarry car park**
- 12. Update from the fundraising/community project scoping committee**
 - To agree the proposed Terms of Reference of this Committee and any other related matters.
- 13. Planning Matters:**
 - 21/02305/FUL** | Change of use of agricultural land to grass car park with reinforcement mesh to protect grass surface. Access through existing field access. Car park to be fenced off using post and rail fence. | Land North East Of Dunstan Steads Farm Embleton Northumberland
- 14. Update on the current traffic regulation order relating to parking in Craster village.**
- 15. To consider any actions arising from the parish meeting held on 26th July 2021**
- 16. Items for next Agenda**
- 17. Date and time of next meeting**

16th September 2021 – 18:00pm in the Craster Memorial Hall

And pursuant to the provisions of the above-named acts, I hereby summon you to attend the said meeting.

Adam Shanley
Clerk of Craster Parish Council

MINUTES OF MEETING OF CRASTER PARISH COUNCIL
Thursday 17th June 2021 – 6.00pm in the Hall

Councillors present:

Chair: Martin Smith

Parish Council members: Steven Bagley, Margaret Brooks, Michael Craster, Michael Doherty and Elizabeth Pearson.

In attendance: 29 members of the public and County Councillor Wendy Pattison

Clerk: Adam Shanley

1. Apologies for absence

None received.

2. Declarations of interest

None received.

3. Confirmation of the minutes for the meeting held on 20th May 2021

The minutes of the meeting held on 20th May 2021 were unanimously agreed as a true and accurate record of proceedings.

4. Discussion with Robin McCartney, NCC Highways Infrastructure Manager in relation to the experimental traffic management scheme for Craster.

The Chair welcomed Robin McCartney, NCC Highways Infrastructure Manager to the meeting.

Robin advised that he was new in post at NCC but had been briefed on this scheme by NCC Highways Officers. Robin advised that NCC had carried out a review of the effectiveness of this scheme and the evidence shows that the scheme is having an impact in terms of the numbers of vehicles now going into the quarry car park as opposed to Craster village.

Residents expressed their unhappiness at the scheme and felt that the scheme was not working and, in fact, was making the situation even worse and the entrance to the car park more hazardous to pedestrians and other road users.

Residents expressed their unhappiness at the way in which the Parish Council's consultation was dismissed by NCC and the requirement for 70% to vote in favour of such a scheme not being made clear to residents or the Parish Council before the consultation was undertaken.

Residents asked how NCC measures the effectiveness of the scheme and Robin advised that this was measured based on the number of vehicles entering the quarry car park as opposed to the village.

Cllr Michael Doherty advised that the effectiveness of the scheme should be based on the number of parking fines issued in the village. Robin disagreed with this.

Some residents complained about the lack of enforcement in relation to parking infringements and felt that the signage currently in place in the scheme was insufficient and misleading.

One resident advised that she felt that Dunstanburgh Road is effectively a death trap and she regularly sees cars making U-turns when drivers realise this is a no through road.

Another resident supported this and Robin advised that he would look into this.

Robin advised that he was willing to go back to the Highways team and discuss a range of options with them, including a dual residents permit parking scheme, double yellow lines and better and more noticeable signage.

Some Councillors and residents felt that there is no one answer solution to parking problems in the village and this may involve a "cocktail" of measures in order to tackle this problem.

Some residents advised that they felt that the needs of tourists were being put before the needs of residents.

Robin advised that Craster is a working and open village which other road users, aside from residents, need access to. Robin advised that he lives in Alnmouth and he is never guaranteed a parking space outside his own home.

Some residents were sceptical about the effectiveness of a dual permit parking scheme.

The Chair concluded and the Parish Council agreed that Robin should go back to his team at NCC and come forward with a set of proposals to help resolve the issues raised at tonight's meeting in relation to parking. The Chair advised that the Parish Council must have a response to this ahead of its next meeting on 15th July as the Parish Council does not sit in August. Robin agreed to do this.

5. Public participation

A member of the public asked if, in reviewing its Standing Orders, the Parish Council might be willing to ensure that the notices must be installed in the notice boards for all meetings so that members of the public without access to the internet may know about the meetings and the work of the parish council. Another member of the public asked if notices might be dropped in each door about key decisions taken at the meetings and the dates of the next meetings. The Parish Council agreed to commence issuing such notices with the help of volunteer residents to deliver these.

Another member of the public asked if the Parish Council could do anything to improve harbour lights footpath. The Clerk advised that the Parish Council had put the landowner in touch with the County Council's footpaths officer in order to look at what can be done. The Clerk advised that he felt that this is not a matter for the Parish Council.

6. Report by County Councillor Wendy Pattison

Cllr Wendy Pattison took the opportunity to thank Cllr Margaret Brooks and her husband Allan for their work in maintaining the barrels as part of the Council's Experimental Order scheme. Cllr Pattison advised that the flowers look beautiful and this provides for a lovely entrance into the village.

Cllr Pattison also advised that the portfolio for highways has now passed to Cllr John Riddle on the County Council in case the Parish Council needs to make contact on any highway issues at NCC.

The Clerk thanked NCC for their work on the pay and display car parking machine, which now allowed for users to pay via contactless electronic payment.

7. Update on the Craster Neighbourhood Plan

The Clerk advised that the Craster Neighbourhood Plan had now successfully passed Referendum stage and is expected to be formally adopted by the County Council in the coming weeks. The Chair thanked all those who had participated in the Referendum and this great result for the parish and also thanked in particular the Clerk for his extraordinary work in achieving this.

8. Annual Governance and Accountability Return for 2020/21

- (i) Members **agreed** the internal audit report 2020-21
- (ii) Members **approved** the annual governance statement 2020-21
- (iii) Members **approved** the draft annual accounts for 2020-21
- (iv) Members **approved** both the accounting statement and explanation of variances 2020-21
- (v) Members **approved** the certificate of exemption form 2020-21

9. Report from Embleton Joint Burial Committee representative

Cllrs Margaret Brooks and Elizabeth Pearson advised that the Cemetery House continues to be occupied by the existing tenant and the rent being paid is ensuring the repayments of the loan for the works to renovate the house. The tenant is very happy with his home.

Cllr Elizabeth Pearson advised that the cemetery is being maintained to a very high standard and this ensures that this is kept as a place of respect and peace.

10. Report from Craster Community Trust representative

Jackie Reeves and Cllr Michael Craster advised that the Craster Hall is now fully open, albeit with ongoing restrictions on numbers of attendees in the Hall.

Cllr Michael Craster advised that the Trust would be monitoring the Government advice closely in case of any changes to rules, etc.

11. Update from the fundraising/community project scoping committee

12. Planning Matters:

21/01775/FUL | Demolition of single storey rear extension and construction of two storey rear extension. Alteration to dormer window including glass panel balustrade. General refurbishment and associated works. | 7 Dunstanburgh Road Craster NE66 3TT. It was **agreed** to object to this application.

21/01785/FUL | Proposed conversion of existing garage to one residential dwelling | Land North Of Waters Edge Haven Hill Craster Northumberland. It was **agreed** to object to this application.

21/01963/FUL | Proposed single storey rear extension and re-tiling of existing garage roof. Replace garage door with window. Replace window with door into utility. | 10 Heugh Wynd Craster NE66 3TL. It was **agreed** to object to this application.

13. Items for next Agenda

The Chair reminded Members to contact the Parish Clerk if they wish to have any items on the Agenda for the next Parish Council meeting in July.

14. Date and time of next meeting

15th July 2021 – 18:00pm in the Craster Memorial Hall

There being no further business, the Chair thanked Members for their attendance and closed the meeting.

Signed,

**Chair of Craster Parish Council
(29th July 2021)**

CRASTER PARISH - COUNTY COUNCILLOR REPORT



County Councillor Wendy Pattison

wendy.pattison@northumberland.gov.uk - Tel. 07779 983072 and Facebook –

Cllr Wendy Pattison

CRASTER PARISH

As below is some information which you may already be aware of, but it is always useful to know in regard to Northumberland County Council Services.

Weeds being tackled after 'perfect storm' of weather conditions

The council is reassuring residents that grass cutting and weeding around the county is continuing – despite the 'perfect storm' of weather conditions.

Prolonged periods of rain followed by much dryer and warmer conditions over recent weeks have led to the grass and weeds growing at a rapid rate across Northumberland.

And with 8.5million square metres of grass to tackle each year, getting round it all takes some time, with the recent growth spurt it is taking us longer than normal and the longer grass unfortunately means more arisings being left once grass is cut.

Greg Gavin, Head of Neighbourhood Services, explained: "We have all our grass cutting crews out but because of how long the grass is residents might see a few more clippings left behind than usual.

"Weed spraying is either underway or about to start in all areas of the county so residents should start to see weeds dying back over the next couple of weeks.

"We want to reassure people we are doing everything we can to ensure our towns and villages are looking their best over the coming months."

GRASS CUTTING

The council's grass-cutting operations commence from the beginning of April until the end of September, depending on conditions. The grass is cut around once every 14 days during this period.

The council cuts grass in some housing estates, parks, schools, highway verges and open spaces throughout the county, as well as in out-of-town amenities and country lanes.

Additional cuts may be requested by town and parish councils and housing companies in October and March. If a member of the public is particularly concerned about grass on footpaths, they can report the problem below or ring customer services on 0345 6006400.

NCC do not collect grass cuttings, except on plots within elderly people's residential developments.

Neighbourhood services litter collection information

Northumberland County Council has a legal duty under the Environmental Protection Act 1990 to act as the litter authority for Northumberland.

This responsibility includes:

- street cleaning
- litter collection
- removal of detritus
- fly-posting
- graffiti
- fly-tipping on public land maintained by the council

The cleansing programme is based on requirements set out in the code of practice on litter and refuse 2006, including types of land, zoning, response times and responsibilities of authorities.

Accurate and systematic monitoring of street cleanliness is constantly carried out to identify when and where litter problems are likely to occur, putting procedures in place to maintain standards.

Maximum effort for street sweeping is concentrated in the town centres, where there is the highest volume of people working and shopping. More outlying areas require less effort to keep them clean.

Experience has highlighted 'hot spots' throughout the area which need extra. In addition to the street sweeper, the council uses street vacuum cleaners and a range of mechanical sweepers, large and small.

[Litter removal from A1 & A19 highways within Northumberland](#)

The council is responsible for removing litter and detritus from all 'A' roads within Northumberland, including the sections of the A1 and A19.

The Highways Agency's contractor A-one+ cuts the grass, repairs fences and fills potholes on the A1 and A19. Northumberland County Council are responsible for removing litter from the verges and central reservations.

Northumberland County Council endeavors to remove litter and detritus from 'hot spot' areas on major roads in Northumberland at least once a year. However, the division of responsibility presents a number of difficulties.

If there is no pavement or safe access, permission has to be obtained from the Highways Agency to carry out lane closures. To avoid congestion and achieve journey time reliability targets, the agency often requires closures to take place at night.

To deal with the challenges of safe working on high speed roads at night, we work in partnership with A-one+, the Highways Agency contractor, to carry out staff inductions, allowing our cleansing teams to take advantage of scheduled traffic management and lane closures already arranged by A-one+.

- To report a litter 'hot spot' on the A1 or A19 or any other major road within Northumberland, call 0345 600 6400 or [report online](#).

Litter

Please don't drop litter. Use a litter bin or, if there isn't one handy, take your litter home and put it in your waste bin if you can't recycle it.

Dog fouling can be bagged and disposed of in normal litter bins. NCC encourage the public not to place dog fouling into bins within children's play areas.

Dog owners have a responsibility to pick up after their pets and should place bagged dog fouling in a litter bin/dog waste bin or take bagged dog waste home with them.

Community litter picking

Northumberland's face is its fortune. The cleanliness of the county is an important part of the quality of life of residents and in encouraging visitors.

Rubbish is the first thing we want to tackle. You can help by organising a litter pick in your area.

[NCC will help by providing equipment and advice and taking rubbish away.](#)

LOVE Northumberland litter pick information pack

Below sets out what you need to know to begin improving your county.

Plan your litter pick

1. Choose an area you want to clean up. If it's public land maintained by Northumberland County Council, telephone 0345 6006400 and let us know the area you intend to litter pick. If it's privately owned land, get permission from the landowner(s).

2. Decide when you want to do it.

3. Tell your friends, family and neighbours you need their help.

4. Northumberland County Council will provide litter pick packs for up to 20 people. These include:

- litter pickers
- rubbish sacks
- high-visibility waistcoats
- gloves

5. Contact Northumberland County Council. Call 0345 600 6400 to:

- arrange a collection point to have the collected rubbish taken away
- get advice on storing the rubbish safely until it can be collected (if necessary)
- obtain facilities to recycle items you collect on your litter pick, such as plastic bottles, drink cans

6. Complete a risk assessment. This simple procedure ensures you have considered any safety issues and taken necessary precautions to try and prevent them.

7. Prepare yourself and your helpers for the day:

- Decide where you will meet and at what time.
- Think about how to split the group up to cover the area.
- Decide how long you will litter pick and when you will take breaks.
- Think about refreshments and what toilet facilities are available.
- Think about first aid, safety and hygiene. Is there a first aider in the group? Do you have a supply of antibacterial wipes or hand gel? Take some plasters and antiseptic for any cuts or grazes.

8. Go through an activity planning checklist to make sure you haven't forgotten anything.
9. Contact Northumberland County Council communications team on 0345 600 6400 and let them know what you are doing. They may want to include your litter pick in the local papers or Northumberland magazine.

On litter pick day

1. Brief the group on:

- health and safety. Check everyone has read the safety checklist, knows how to use the equipment and what to avoid.
- meeting points, break and finish times
- where to place the collected rubbish
- who the first aider is and/or what to do if an injury occurs

2. Check everyone is wearing or has appropriate clothing and footwear for the weather and terrain.

3. Ensure there is sufficient supervision for young/vulnerable volunteers.

4. Ask the group to be considerate to wildlife and people using the area

5. Exchange mobile phone numbers to ensure good communication links between the group.

Litter pick safety checklist

- Use gloves and avoid direct contact with litter at all times.
- Use a litter picking tool where possible for any glass and metal items.
- Any needles or sharp objects should be dealt with by a fully trained member of the Councils neighbourhood environmental action team. Do not pick up any suspect items, particularly those listed as hazards. Note their location and report them to the council immediately following the litter pick.
- Clean hands thoroughly before eating food or drinking.
- Rubbish should not be compressed using hands or feet, as this can accidentally puncture the skin.
- Avoid contact with the body when carrying plastic bin bags.
- Ensure any cuts or abrasions are clean and covered with a waterproof plaster.
- Wear stout shoes and waterproof clothing.
- Avoid lifting heavy objects or sacks alone – ask for assistance if required.
- Be aware of your environment and do not put yourself at risk while picking litter.

ITEM 9: Update on proposed pilot scheme to permit overnight use of motorhomes within selected NCC car parks within the Northumberland Coast AONB

The Parish Council has recently been contacted by the Director of Local Services at NCC regarding a proposed scheme to permit overnight use of motorhomes within selected NCC car parks within the Northumberland Coast AONB.

Northumberland is now recognised as one of the UK's best visitor and holiday destinations and, with the rise in 'stay-cation' holidays due to the Covid-19 restrictions, the county is expecting to see record numbers of visitors again this summer. The issues being caused by the increased influx of visitors along with potential mitigation measures were discussed with you at the Coastal Summit virtual meetings.

As part of the proposed preparations to welcome this influx of visitors, and in response to the increased popularity of motorhomes and issues experienced by some communities along the coast related to motorhomes parking overnight and camping at inappropriate locations, the County Council was looking to put in place a pilot scheme this summer to allow overnight parking and camping by motorhomes at some carefully selected Council car parks.

During the development of the pilot scheme, the Council has sought to identify what consents must be in place to enable motorhome owners to lawfully park up and sleep overnight within a designated area of a council car park. Unfortunately, the legal advice received has confirmed that in addition to the need to amend the existing legal orders that prohibit overnight parking, cooking and camping in Council car parks, the Council would also need to secure planning consent for this proposed activity. The County Council have reviewed this advice in detail and have been unable to identify any planning exemption or permitted development rights that could be used to authorise this activity on a temporary basis this summer. The County Council are therefore unable to proceed with the proposed motorhome parking pilot scheme this summer but will be looking to put forward the pilot scheme proposals for consideration early next year.

In the meantime, NCC's parking policy of no overnight parking, cooking and camping remains in place within their car parks, and NCC hope that motorhome owners will still consider visiting and make suitable arrangements to stay overnight at some of the camping and caravan sites that Northumberland has to offer. Details of camping and caravan sites and other holiday accommodation available in the county is being promoted via Visit Northumberland at <https://www.visitnorthumberland.com/>

NCC's planning department has updated the NCC web page to provide guidance on the recent relaxations of planning rules on 'pop-up' car parks and camping sites, which also explains the position with regards to motorhomes/caravans <https://www.northumberland.gov.uk/Planning/Planning-News.aspx#pop-upcampsitesandcarparks>

Members are also reminded that the County Council formally launched the 'Love it like it's yours' communications campaign. Details of which can be found here: <https://www.northumberland.gov.uk/News/2021/Jun/Love-it-like-it-s-yours-campaign-launched.aspx>. This was also one of the commitments made at the Coastal Summit sessions and seeks to welcome visitors whilst promoting responsible behaviours, with key messages aligned to those in the Countryside Code such as, taking litter home, camping/staying in designated sites and parking sensibly to avoid obstructing other vehicles/impacting on communities. The campaign has received positive coverage already and NCC hopes that the messaging will be used by partners to help gain the maximum coverage possible.

ITEM 10: Local Transport Plan Programme 2022-23

NCC is starting its Local Transport Plan (LTP) Programme for 2022/23 and as part of this process would like to know what the Parish Council's top three highways and transport priority issues are for our parish, so that they can be considered for inclusion in the LTP Programme for 2022/23. This consultation is part of the annual review of LTP Priorities.

To assist the Parish Council in identifying priorities for the area, included is a record of the highways and transport related requests relevant to the area that are currently contained on the Directory of Requests database. The Directory of Requests records all highways and transport related requests that NCC receives from Members, Parish/Town Councils, other organisations and the public over the past year. Please note that these are simply a record of requests received and not proposals. Please also note that inclusion on the list does not imply that a scheme will be implemented. It is for the Parish Council to determine which should be priorities for NCC to consider for potential inclusion in the next programme. If the Parish Council has any priorities that were submitted in previous years that have not yet been included in programmes and which remain as priorities, then the Parish Council should re-submit them for consideration. If they are not re-submitted then they will not be considered in this year's process. Equally, if the Parish Council feels that something should be considered which has never been requested, or been included on the Directory of Requests database, this can also be included as one of the County Council's priorities.

Feedback on previously submitted requests is included in this report. A set of guidance is also included in this report to assist Members.

Members will appreciate that it isn't possible for everyone's priorities to make it into the final agreed programme, but this is a transparent process and priority issues will be scored against LTP criteria, and those with the highest score overall will be considered for inclusion in the 2022-23 LTP Programme.

The Parish Council is asked to submit priorities by email to highwaysprogramme@northumberland.gov.uk before **Friday 8th October 2021**

Previous submissions by Craster Parish Council

Priority	Feedback
Introduction of a footpath to the lower part of Tower Bank	Already complete – 20/21 LTP scheme
Introduction of double yellow lines throughout Dunstan	Not included in LTP - why are measures required here?
Extending double yellow lines to the junction on the Bogue Road after the sewerage works.	Already in place
Introduction of a mini roundabout in front of the entrance to the quarry car park.	Not included in LTP although we have improved to gateway to the village on an experimental basis. The intention is to introduce these on a permanent basis.
Introduction of further traffic calming measures on Heugh Wynd.	Not included in LTP - any offenders likely to be residents given new scheme in place at village entry.

Recently raised issues within the Parish area

Reference	Location	Details
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92P8OE15	parking is not enough in village - parked vehicles block local Bus service for residents -extend yellow lines into village by sewage works - enforcement of yellow lines on Bank Holidays required.	Tower Bank Road junction Craster NE66 3TS
9F373SS1	Request for signage to be aware of Deer	Dunston to Craster Road Dunston NE66 3SZ
BLF1NXB1	Traffic calming measures	Dunstan Hill Dunstan NE66 3TQ
ZNE3ZD63	Existing road signs and markings on Windyside Hill approaches in both directions are inadequate/insufficient to draw attention to presence of junction and the need to give way	Windyside Hill/Embleton-Howick Crossroads Craster.

Northumberland Local Transport Plan (LTP) Programme

Parish Council notes for Guidance

Criteria for LTP Schemes

Integrated Transport

The LTP programme has been developed following a comprehensive review of the needs for the maintenance of the highway asset, identified road safety issues and potential improvement of the highway and transport network.

In addition, requests for improvements and maintenance received from the local community over time are recorded in the Directory of Requests database and considered for inclusion in the programme on an annual basis. County Council Members and Town and Parish Councils are provided with details of the requests that have been made within their own areas throughout the year and they are asked to identify key priorities for consideration in the programme for completeness.

The requests are scored by officers in Technical Services and the draft priorities are presented to Council Members in the autumn for their comment before the final draft programme is presented to the Local Area Councils for final comment early in the calendar year, prior to the final approval in March. The process is transparent, however, as the demand for schemes significantly outweighs the funding available it is impossible to approve all of the requests that we receive in the annual programme.

- Requests are assessed against the following criteria:

Contribution to National Transport Goals:

- Support Economic Growth
- Reduce Carbon Emissions
- Promote Equality of Opportunity
- Contribute to Better Safety, Security and Health
- Improve Quality of Life and a Healthy Natural Environment

Other Criteria:

- Part of a package of measures
- Community Priority
- Attracts External Funding or Synergy with other projects

Scoring

- 2 = contributes to the criteria
- 1 = makes some contribution

0 = no contribution

- Safety Schemes are assessed according to the number and severity of personal injury accidents.
- Issues concerning traffic regulation (e.g. parking restrictions) are also considered as part of this annual review, rather than on an ad hoc basis throughout the year. This enables county wide priorities to be established.
- When submitting priorities, please give as much information as possible, including the location and the reason for the priority, i.e. what is the issue that needs to be addressed? (e.g. pedestrian safety, speeding traffic). In each case it is the "issue" that is scored, not any proposed solution.

Roads, Bridges & Public Rights of Way Maintenance

- The road, footway and bridge maintenance programme is developed largely from condition surveys. Foot/cycleway maintenance is prioritised where a lot of reactive maintenance work has been carried out and/or complaints from the public have been received.
- Public rights of way schemes are identified by the Countryside Access Team following consultation with path users. Works focus on meeting the Council's statutory duty by repairing flood damage or river erosion and improving the surface and drainage of damaged and well used paths in popular walking/riding areas.

Note

- The LTP programme is capital funding. It cannot be used for revenue funded schemes, such as public transport services or pothole repairs. Requests for new or improved bus or rail services will therefore be forwarded to the Public Transport Team who liaise with operators, (public transport infrastructure, e.g. raised kerbs at bus stops, is eligible for LTP funding). Routine maintenance requests such as pothole filling or ditch clearance will be forwarded to the relevant Highway Inspector.

ITEM 14: Craster Community Projects Fundraising Committee - Terms of Reference

Craster Parish Council has created the Community Projects Fundraising Committee, consisting of representatives from all community groups in the parish who wish to be a part of this Committee.

A quorum for this Committee will be no less than three members. The Parish Council has assigned to the Community Projects Fundraising Committee the following Terms of Reference:

1. Title of Committee

Craster Community Projects Fundraising Committee

2. Committee Membership and voting

The membership of the Committee shall comprise all formally constituted organisations within the Parish Council area who wish to take part. The Committee has delegated responsibility from the Parish Council to decide on its own membership. Any organisation wishing to be a part of this Committee need only apply in writing to the Parish Clerk.

The membership of the Committee shall elect from their own voting membership a Chair and a Deputy Chair for a period of 12 months, from the date of the first full meeting of the Committee after these Terms of Reference are approved by Council.

Each member of the Committee – that is, each community organisation - shall nominate up to 2 representatives or delegates from its membership to attend meetings of this Committee. Others may be invited in a non-voting, non-speaking capacity (unless invited to speak by the Committee). The Parish Clerk will act as the Secretary of the Committee. All members have equal rights and votes will be taken on contentious issues or where consensus is not achieved on those items where the Committee wishes to make a formal statement or proposal. In the case of an equality of votes, the Chair (or Deputy if the Chair is absent) shall have a second or casting vote.

The Committee operates on a one member, one vote basis.

The quorum necessary for the transaction of the business of the Committee shall be no less than one third of members of the Committee or three, whichever is the greater.

3. Purpose of the Committee

The purpose of the Committee is to seek donations/funding for community projects and to coordinate the parish's overall approach to developing support and fundraising for these projects.

The Committee shall be responsible for and shall manage all fundraising activities in the parish, insofar as they relate to the work of this Committee.

The Committee shall make recommendations to the Parish Council on how funding is allocated towards projects.

4. Responsibilities of the Committee

The Committee shall be responsible for:

- Representing the interests of local residents in their consideration of relevant issues affecting the Parish.
- Promoting equality in the work of the Committee and in the development of relevant projects.
- Working with the Parish Council and other stakeholders to implement proposals to the benefit of all residents.
- Providing information and sign posting assistance to residents.
- Making representations to the Parish Council and other stakeholders on a range of issues which are (either negatively or positively) impacting local residents, as appropriate.

Members of the Committee will be expected to:

- Represent the interests of all residents and groups;
- Use their best endeavours to work together to enable the Committee to meet its responsibilities;
- Treat others at the meeting with respect.

5. Proceedings at meetings

Notice of Meetings

Items for inclusion on the agenda should be submitted to the Secretary no later than 10 working days prior to a meeting.

The agenda and papers for discussion shall be circulated no less than 3 working days prior to the meeting, not including the date of publication of the agenda nor the date of the meeting.

Late items will be accepted at the discretion of the Chair and shall only be matters that are urgent and could not be included in the agenda.

Dates, times and means of access to meetings will be publicised on the Parish Council website. As far as possible, members should also publicise dates, times and means of access to meetings on their own websites.

Servicing of Meetings

Servicing of meetings will be arranged by the Committee Secretary (the Parish Clerk). Minute taking and reports will be the responsibility of the Parish Clerk in consultation with the Chair and Deputy Chair. Approval of minutes will be sought at the next scheduled meeting of the Committee.

Frequency of Meetings

The Committee will meet once every 3 months. The Chair, after consultation with the Committee Secretary, may convene an extra-ordinary meeting outside the agreed schedule to discuss any urgent issues that cannot wait until the next regular meeting.

Review of Terms of Reference

These Terms of Reference will be reviewed once every 12 months from the date of the first full meeting of the Committee.

6. Governance of the Committee

The Committee shall report to and make recommendations to the Parish Council, insofar as these relate to the work of this Committee.

All funds raised through fundraising activities shall be paid to the Parish Council bank account and reported separately to the work of the Parish Council.

The Parish Council is audited every year and this will include the funds raised by the work of this Committee.