

## Terms of Reference

### Parish Priorities Working Party

Agreed:

Reviewed:

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## Burwash Parish Council Parish Priorities Working Party

### Terms of Reference

**Purpose:** To create a meeting open to residents and interested parties to discuss issues relevant to the parish community related to the spending of Community Infrastructure Levy funding and projects that could be recommended to Full Council for that funding to be spent within the community of Burwash, Burwash Common & Burwash Weald.

**Purpose:** To consider proposals for the development of infrastructure in the parish of Burwash, utilising CIL funding (and any other funding that may become available). Such proposals may come from within the working party, from the parish council, or from the wider community.

**Membership:** The working party membership will comprise Councillors, interested residents and parties representing, where possible, each of the 3 wards of the parish.

**Membership:** Membership of the working party will comprise councillors, interested residents and parties representing, where possible, the three villages comprising the parish. Each member of the working party is able to vote (when necessary) at working party meetings, and each vote carries equal weight.

**Scope:** The working party will explore the infrastructure needed to improve the parish within the limits of the available funding relating to all relevant projects that can be deemed infrastructure within the rules & definition set out below by Rother District Council.

**Scope:** The working party will explore the infrastructure needed to improve the parish within the limits of available funding and within the rules set out for parish council use of CIL funding by Rother DC\*, as follows:

The details of spending of CIL by a Parish Council is set out in CIL Regulation 59C which states:

**59C.** A local council must use CIL receipts passed to it in accordance with regulation 59A or 59B to support the development of the local council's area, or any part of that area, by funding—

(a) the provision, improvement, replacement, operation or maintenance of infrastructure; or

(b) anything else that is concerned with addressing the demands that development places on an area.

Potential projects already identified include:

- Public toilets
- Parish office
- Parish rooms
- Community Space
- Other issues the Parish Council may see fit to refer to the work party

**Process:** The working party will be convened and hosted by the Parish Council and chaired by a Councillor. Meetings will generally be held between every 4 & 6 weeks, or frequently where current issues, activity or deadlines necessitate this.

**Process:** The working party will be convened and hosted by the parish council and chaired by a councillor. Meetings will be held as required.

The working group will prioritise community involvement facilitating regular communication, engagement, consultation and feedback.

The findings of each meeting will be reported to the Parish Council by way of minutes and specific recommendations seeking council endorsement support and funding as necessary.

The working party will not have any delegated authority from The Parish Council and although projects and budget will be allocated to events within the group's responsibility, no spending can be actioned without minuted agreement & resolution from Full Council.

**The working party does not have any financial delegation from the parish council.**

Any & all recommendations from the working group will be noted as individual agenda items on the next available Full Council agenda for full discussion and decision by Full Council.

**Recommendations from the working group will be included on the next full council agenda for discussion and decision.**

**\*The e-mail from Aaron Sams of Rother DC dated 17 April 2025 is also relevant. This document is PPWP 26/5.**

**ENDS**