

Eardisland Parish Council

Terms of Reference for Feasibility Study Working Group

Purpose

The purpose of the group is to support the Parish Council (PC) to undertake a Feasibility Study to look at the future of the village hall and, if appropriate, to consider the possible provision of community housing.

Method

Professionals to undertake the various tasks of the project and the project costs have been identified and agreed with the grant-making body. A project schedule has been agreed, though this can be varied in consultation with the grant-making body.

Tasks to be undertaken with professional support, as agreed by the grant-making body

- Define what is required for a fit-for-purpose village hall
- Pre-application advice for: an extension to current village hall; demolish and rebuild of current village hall; and in principle advice for new build hall and, if appropriate, community housing, outside settlement boundary, if land is offered
- Flood risk assessment for village hall
- Concept drawings and plans for village hall
- Landscape assessment for village hall
- Community consultation and event
- Analysis and report of consultation
- Recommendation to parish council
- Community event to give feedback to parishioners.

Membership

The group will have no more than 10 members, made up of parishioners and Parish Councillors.

Roles

- An experienced Councillor will chair the group and report as required to PC meetings
- The Clerk will take notes of meetings, liaise with professionals and act as project administrator
- The Clerk will act as Finance Officer for the project, arranging payments from PC funds and reimbursement from Herefordshire Council
- All members, particularly parish councillors, must be aware of and avoid conflicts of interest
- The Clerk will provide advice on conflicts of interest if necessary
- Members of the group must not undertake discussions with any possible stakeholder on their own, without agreement of the group or PC.

Dissolving the group

- At the conclusion of the project, the PC and the group will discuss any further working of the group.

Signed:

Date:

Maryan Hanson, Chairman Eardisland Parish Council

Alison Sutton – Parish Clerk

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