

# HOOE PARISH COUNCIL

## Terms of Reference for the Village Hall Project Committee

### 1. PURPOSE

- 1.1 The Village Hall Project Committee is constituted to consider a review of the village hall development options and agree to adopt and implement a plan of action.
- 1.1 The Village Hall Project Committee shall undertake a review and evaluation of all village hall studies, designs and consultations undertaken to date.

### 2. GOVERNANCE OF THE VILLAGE HALL PROJECT COMMITTEE

- 2.1 The Village Hall Project Committee shall comprise of all members of the Parish Council
- 2.2 The Chairman and Vice Chairman of the Parish Council shall be members of the Village Hall Project Committee in an ex-officio capacity.
- 2.3 The Village Hall Project Committee may choose to appoint a non-councillor to the Village Hall Project Committee under section 102 (3) of the Local Government Act. Any non-councillor appointed will have no voting rights.
- 2.4 A non-councillor may only be appointed to the Village Hall Project Committee if the non councillor meets the terms of section 104 of the Local Government Act 1972, failure to meet these requirements will result in the disqualification of the non councillor to undertake the role (all councillors are required to meet this obligation as part of their declaration of office).
- 2.5 Any councillor or non-councillor appointed to this committee shall make a declaration to include the requirements of section 2.4 of this document, and shall accept an undertaking that by participating in this committee, the councillor or non-councillor shall agree to the obligations set out as follows:
  - To accept and work within the parish council's standing orders, regulations, policies, procedures and other statutes as imposed by law.
  - To accept any work undertaken is pro bono, is not confidential unless stated by law, or subject to copy right, as the sole purpose of the committee is to deliver the objectives set out by this committee for the benefit of the residents of Hooe parish.
- 2.6 The Chairman and Vice Chairman of the Village Hall Project Committee shall be elected by the membership at the first committee meeting following the Parish Council's Annual General Meeting.
- 2.7 The Village Hall Project Committee shall approve and review the terms of reference annually following the Parish Council's Annual General Meeting.
- 2.8 The Village Hall Project Committee shall be constituted each year at the Parish Council's Annual General Meeting.

### 3. **QUORUM**

3.1 The quorum shall consist of a minimum of three members.

### 4. **POWERS AND RESPONSIBILITIES**

4.1 The Village Hall Project Committee shall have the powers to determine on all matters set out in this document including any financial considerations.

### 5. **VILLAGE HALL PROJECT COMMITTEE RESPONSIBILITIES**

5.1 The Village Hall Project Committee shall carry out a review of the options considered by the previous parish council, including the results of public consultation exercises and Parish Councils resolutions and decisions.

5.2 The Village Hall Project Committee shall assess existing demand studies and data justifying the need for a larger village hall, undertake comparative studies of other parishes in Wealden regarding their facilities and the size of the populations served.

5.3 The Village Hall Project Committee shall consult with Wealden District Planning Department to establish:

- a. Whether permission would be granted for development on the Recreation Ground and what restrictions might be placed on such a development if it were to be approved.
- b. Whether the existing village hall could be redeveloped for housing and the likely number of dwellings that may be approved
- c. Whether permission would be given for development of the garden / allotment plot for car parking and the creation of a new access onto Denbigh Road.
- d. Whether permission would be given to extend the existing village hall.

5.4 The Village Hall Project Committee undertake a review and approve a short list of options for further evaluation. The Village Hall Project Committee shall shortlisted options, confirm the elements of each option, i.e. facilities provided, total floorspace and seating & dining capacity, car parking provision and cost estimates, capital and running. The costings should be based upon current building costs and robust enough so as to give a realistic estimate of the financial costs and thus risks.

5.5 The Village Hall Project Committee shall establish relevant criteria for the evaluation of a shortlist of options and undertake a multi-criteria analysis of these options. This analysis should include the quality of facilities provided, accessibility, financing, including the impact of any schemes upon the parish precept, operational issues and environment and sustainability.

5.6 The Village Hall Project Committee shall prepare a draft feasibility report of the work carried out. This shall include the conclusions of the parish council as to the preferred way forward.

5.7 The Village Hall Project Committee shall ask the clerk to send out an approved summary document to every resident in the village to obtain a mandate, setting out a timescale for response. The findings

submitted to the Village Hall Project Committee for consideration and agreement as to the option to go forward on behalf of the residents of Hooe.

- 5.8 The clerk shall investigate and seek sources of funding for the village hall project and report the findings to the Village Hall Project Committee.

## 6. **PUBLIC INVOLVEMENT**

- 6.1 The Village Hall Project Committee meeting will be open to members of the public to attend. The members of the public may be allowed to speak for 3 minutes in accordance with the parish council's standing orders on matters (not classed as confidential) as set out on the agenda at the public section of the committee meeting.

## **MEETINGS**

The Village Hall Project Committee meetings will only be convened when business is required to be transacted.