



**Open Spaces Projects:**

**Village Signage Committee**

**TERMS OF REFERENCE**

**1 Remit**

- To create a fully scoped proposal for the Village Signage in response to the Thirlwall Open Spaces Report to include:
  - Seeking proposals
  - Seeking quotes for chosen design(s)
  - Obtaining planning permission if required
  - Seeking funding and where applicable applying for grant funding
  - To organise and manage fundraising projects to contribute funding, if needed.
- Where applicable, to work with the other stakeholders, to facilitate individual project, including conducting consultations with user groups.

**2 Frequency of Meetings**

To hold public meetings, as required, to support the remit and scope of the Open Spaces Projects: Village Signage Committee. Should legislation be in place to lawfully allow it, these meetings may be virtual.

**3 Appointment of Members**

The Committee will be comprised of three councillor members, who are appointed by the full council, with a quorum of three.

A chairman shall be appointed at the first meeting of the Committee, and the first meeting after the annual meeting of the parish council each year after that.

**4 Delegated Authority**

Open Spaces Projects: Village Signage Committee has delegated authority to:

- Pursue the project as detailed in this ToR and conduct any appropriate consultations, investigations, quote seeking and funding seeking required in the process of forming a final recommendation on the project within the initial budget set for the Committee that being £500
  - Formal proposal for the full scoped project including funding to be approved by Full Council.

## 5 Scope

- Where required to define the brief for a professional, expert report from a suitably qualified consultant.
- To advise the council on the choice of consultant and the most appropriate procurement process
- To obtain advice and information on behalf of the Council from the planning authority
- To obtain and evaluate evidence of the views of residents at large and of special interest groups, including but not limited to groups representing the immediate residents to any project, the elderly and disabled people and parents and carers of young children.
- To consider and make recommendations on the timing and methods of funding of any works the committee recommends, and the Council approves, including pursuing any grant applications.
- Having regard to the results of the 5 items above to recommend to the Council the most appropriate course of action.

## 6 Review

This Terms of Reference document was approved for use at the meeting of the Parish Council on 27<sup>th</sup> February 2023, it shall be reviewed periodically.

Signed:

Dated: 27<sup>th</sup> February 2023

B Urbick, Chair