

Cranbrook & Sissinghurst Parish Council

To improve the quality of life for our parishioners

COMMITTEES:

Burials and Property

Aim: To effectively manage Properties and Burial Grounds to maximize benefit from same.

Cemetery and burial grounds management:

Cranbrook Cemetery & Chapel at Golford, Sissinghurst Cemetery & War Memorial, St. Dunstan's Churchyard & Cranbrook War Memorial.

Manage all Parish Council Properties:

Information Centre, Vestry Hall & Vestry Hall Cottage.

Manage Tomlin, Murton Playing Field Trust Building – Angley Cottage.

Manage all Bus Shelters, Benches and Notice Boards, The Pound at Wilsley Pound, Howitzer and Plough at War Memorial, Penny Farthing at Sissinghurst, Cycle Racks and two red telephone boxes.

Five Year Plan and Budget.

Economic & Community Development

Aim: To facilitate commercial activity which contributes to economic sustainability. To include employment, training, trading and tourism activities. Promote social cohesion and encourage community involvement.

To work with others to develop a programme of tourist attractions and events, art shows, exhibitions and the like.

Assist with development of rural transport schemes.

Liaise and assist with the Business Association in the promotion and economic development of Cranbrook and Sissinghurst

Promotion and enhancement of Cranbrook as a Market Town.

To regularly review and encourage community involvement.

Liaise with Police, PCSO's and Community Wardens.

Liaise with Voluntary Organisations.

Liaise with Educational establishments within the Parish.

To ensure that the Parish Plan is regularly reviewed and that the Parish Council understands its objectives.

Market Research & Identification of Projects.

Health and Wellbeing of the Parish i.e. defibrillators etc.

Five Year Plan and Budget.

Environmental Management

Aim: To safeguard and enhance the natural environment and character of Cranbrook & Sissinghurst Parish.

Oversee environmental issues for the Parish as set out below:

Liaise with Borough and KCC Departments when necessary.

Management of Health & Safety requirements (to include ROSPA inspections)

Manage all Recreation Grounds, Allotments and Play Equipment.

To monitor, review and develop the local footpath, bridleway and cycle path networks.

Encourage recycling within the Parish and encourage litter reduction.

Monitor street cleaning schedules.

Monitor Parish street lighting.

Manage and develop Tree Warden role.

Monitor Parish Byelaws.

Encourage Parish enhancement.

To liaise with KCC Highways on Parish highways issues including Licences.

Manage car parks

Five Year Plan and Budget.

Planning and Preservation Management

Aim: To safeguard and enhance the built environment and character of Cranbrook & Sissinghurst Parish.

Maintain expertise in planning matters.

Develop relationship with TWBC and KCC Planning Departments

Consider and make comments on planning applications, appeals and other planning documents including consultations.

Maintain regular liaison/discussions with CCAAC.

Heritage and Conservation

Represent Parish interests, monitor and forward recommendations for the Local Planning process.

Consider the implications and applications of the Localism Bill and other legislation in relation to the Parish.

Housing and other development – Assessment of needs, identification of sites and working with preferred partners to bring forward schemes.

Five Year Plan and Budget.

Policy & Resources Development

Aim: To promote best value policies and to deliver a professional approach for all council contracts. To strive for continuous improvement in the way the council exercises its functions and to promote the aims and objectives of the Parish Council.

Budget Planning – Budget Monitoring. Creating a budget programme that ensures clarity of accounts, budgeted expenditure and draft the annual precept for agreement by Full Council.

Five Year Plan.

Responsibility for all financial matters including banking.

Responsibility for Annual Audit.

Create, manage and maintain all Parish Council Policies including Health & Safety.

Review all procedures, statutory instruments, policies and insurance premiums annually.

Ensure the retention of the Quality Parish Council status.

Grants Management.

Create and maintain information flow on available grants.

Responsibility for Parish Council Staff, Pensions, Salaries and National Insurance Contributions.

Member and Staff training and development.

Responsibility for Parish Council contracts.

Manage Parish Warden role and duties.

Develop positive relationships with surrounding Parishes/TWBC/KCC/KALC/etc.

Emergency Planning.

Promotion of the Parish Council.

Duties as a Landlord.

Responsibility for Parish Council as Trustees.

FULL COUNCIL:

Neighbourhood Plan Working Group to report to Full Council – to be reviewed annually.

Community Centre decisions until further notice.

Setting the Precept.