



ACTIVE TRAVEL COMMITTEE
TERMS OF REFERENCE

Overall responsibility for encouraging active travel and street safety improvements

1. The Committee will act according to the General Terms of Reference for Committees and Working Groups.
2. To oversee the town wide 20mph scheme and actively look at opportunities to create a self-enforcing area.
3. To identify and prioritise opportunities to implement the Local Cycling and Walking Infrastructure Plan (LCWIP).
4. To work with Swale Borough Council and Kent County Council to implement parish to town cycling and walking project.
5. To liaise with Highways Authority over maintenance aspects of the public highway network, both carriageway and footpath. To monitor required works and performance through the Highways Improvement Plan.
6. To liaise with local public transport providers (including bus and train services) to identify opportunities for service improvements.
7. Continue to encourage cycling and walking through community engagement and events, such as Cycle Fest, Cycle to Work/School weeks.
8. Responsible for the outcome of the cycle hire trial.
9. Responsible for the outcome of the bike rack hire trial.
10. To investigate quiet streets or school streets initiatives.



ENVIRONMENT COMMITTEE
TERMS OF REFERENCE

Responsible for the natural and built environment and climate and biodiversity actions

1. The Committee will act in accordance with the General Terms of Reference for Committees and Working Groups.
2. To update and action the Climate and Biodiversity Action Plan on a regular basis.
3. Lead and support initiatives that encourage biodiversity, such as no mow May, wilding verges, bee and insect friendly initiatives, tree and wild seedball giveaways.
4. To oversee the work of the Facilities Manager at the allotment sites. To receive a regular report and agree any actions.
5. To work towards achieving Pesticide Free Town Status and promote the use of alternative methods.
6. To identify areas to create a community orchard and community woodland.
7. To work alongside community groups to improve the natural and built environment and encourage others to participate.
8. To be responsible for the reduction of litter, graffiti, and dog waste.
9. To deal with all matters effecting street furniture, including benches, planters and bus shelters.
10. Lead and support initiatives that encourage the maintenance and planting of trees, shrubs and flowers in public spaces, including green walls.
11. Engage the wider community through various activities and initiatives, such as the Youth Climate Panel, Earth Day and other awareness events.



PLANNING COMMITTEE
TERMS OF REFERENCE

1. The Committee will act in accordance with the General Terms of Reference for Committees and Working Groups.
2. To exercise the Town Council's right under the Town and Country Planning Act 1990 to be notified of planning applications and orders affecting the Faversham area.
3. To consider all Enforcement Notices and Appeals in relation to planning applications in Faversham and comment directly to the relevant authority.
4. To consider and respond on all consultations relating to local, regional and structure plans.
5. To exercise the powers and duties of the Town Council on all Highway planning matters.
6. To exercise the interests of the Town Council in the consultation process under Section 5(3e) of the Licensing Act 2003.
7. To exercise the interests of the Town Council in consultation process under Section 158e of the Gambling Act 2005.
8. To exercise the powers and interests of the Town Council on applications regarding street furniture and occasional theatre licences and street trading consents.
9. To comment on the Swale Local Plan and any developing plan.



POLICY & RESOURCES COMMITTEE

TERMS OF REFERENCE

1. The Committee will act in accordance with the General Terms of Reference for Committees and Working Groups.
2. To develop and review the Town Council's Strategic Plan.
3. To review and monitor the effectiveness of the Town Council's strategies, policies and procedures in accordance with statutory and legislative requirements.
4. To review the Town Council's financial and treasury management activities and supervise the investment of funds with consideration to the FSCS.
5. To determine the overall strategic asset management priorities on a medium term basis by maintaining an asset management plan.
6. To oversee the performance process and regularly review policies and resources of the Town Council.
7. To regularly review the Risk Assessment Management Plan.
8. To make recommendations to the Town Council on matters which do not fall within the powers of any other Committee.
9. To determine budget strategy and make recommendations to the Town Council on the annual financial estimates and the Council's precept as to how these should be determined consistently with the Council's general priorities and policies.
10. To recommend to the Council the making of grants to organisations and individuals.



YOUTH AND COMMUNITY COMMITTEE
TERMS OF REFERENCE

Responsible for youth, community and sport

1. The Committee will act in accordance with the General Terms of Reference for Committees and Working Groups.
2. To develop partnerships with those already identified and engage with diverse groups in the community using a variety of methods.
3. Oversee and work with the Youth Worker (or Youth Service Provider) in the provision of support to children and young people.
4. Lead and support initiatives that promote a network for community groups, such as Volunteers' Week.
5. Develop and implement a community and youth engagement plan.
6. Develop a Youth Council
7. To organise a broad range of community activities, including innovative projects, marking occasions such as Easter, Halloween and Christmas
8. Continue to promote the Faversham and District Lottery for the benefit of the local good causes.
9. To support Swale Borough Council's Healthier Action Plan.
10. To liaise with others in the provision and promotion of sports and physical activities.



CREEK WORKING GROUP

TERMS OF REFERENCE

1. The Committee will act in accordance with the General Terms of Reference for Committees and Working Groups.
2. Support the development of an opening Creek Bridge and working sluice gates.
3. Support the regeneration of the Creek for maritime, work and pleasure activities.
4. To have oversight of the Town Jetty and Belvedere Moorings and make recommendations to the Town Council.
5. To advise the Town Council on the formulation of the policy for the management of the moorings.
6. To advise the Town Council on the financial provisions required for the maintenance and management of the moorings.
7. To advise the Town Council on mooring fees and other charges to be levied.
8. To manage the moorings within the policies and guidelines set down by the Town Council and within budget allocated for that purpose.
9. To make recommendations to the Town Council on any other matters relating to the Creek.



EQUALITY AND DIVERSITY WORKING GROUP
TERMS OF REFERENCE

1. The Working Group will act in accordance with the General Terms of Reference for Committees and Working Groups.
2. The Working Group shall report direct to the Town Council and make recommendations for their approval.
3. Support a fairer Faversham by making equality and diversity issues a priority at all levels of the Council as a key part of the decision-making process.
4. Continue to promote equality and diversity through initiatives such as the Disability Forum.
5. Ensure that facilities and events are accessible and welcoming to all communities.
6. Foster a greater community cohesion by creating a town where difference and diversity is understood, celebrated and valued.
7. Seek ways to ensure integration with new residents.
8. Seek to implement where possible, recommendations made by the Electoral Commission or other independent bodies aimed at reducing barriers to standing for election to this council.
9. Engage with Kent Police, British Transport Police and Swale Borough Council around the occurrences and perception of anti-social behaviour.



HERITAGE WORKING GROUP
TERMS OF REFERENCE

1. The Working Group will act in accordance with the General Terms of Reference for Committees and Working Groups.
2. The Working Group shall report direct to the Town Council and make recommendations for their approval.
3. To oversee the establishment of a permanent exhibition of Magna Carta and other artefacts to enhance the cultural offer of the town.
4. To be responsible for the maintenance of the Guildhall and Town Hall and make recommendations to the Town Council for improvements.
5. To preserve and protect Faversham Town Council's civic regalia, artefacts and assets.
6. Responsible for the design, purchase and re-sale of merchandise for the Magna Carta Exhibition in the VIC and online.
7. To provide facilities and activities to educate the people of Faversham of all ages of the Town Council's heritage through the permanent exhibition.
8. Lead and support initiatives and events that promote heritage generally within the Town, working with other groups such as the Faversham Society and Museums Together.
9. To liaise with the Faversham Society's Visitor Information Centre
10. The Town Clerk to have delegated powers to authorise the use of 'The Hatch' exhibition space for local groups and organisations to promote cultural, artistic and other community activities



NEIGHBOURHOOD PLAN STEERING GROUP

TERMS OF REFERENCE

1. The Committee will act in accordance with the General Terms of Reference for Committees and Working Groups.
 2. To create a Neighbourhood Plan for public referendum.
 3. To engage the community in preparation of the plan to ensure that it reflects the needs and desires of Faversham residents.
 4. To communicate and promote the benefits of the Neighbourhood Plan to Faversham residents with the aim of securing a positive referendum result.
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STAFFING AND COMPLAINTS SUB-COMMITTEE

TERMS OF REFERENCE

1. The Committee will act in accordance with the General Terms of Reference for Committees and Working Groups.
2. To have delegated powers to deal with all staffing matters relating to recruitment, disciplinary and grievances.
3. To be responsible for the reviewing of staff contracts and job descriptions.
4. To review staffing structures and levels.
5. To review staff salaries and make recommendations.
6. To appoint from its membership a recruitment panel when necessary and recommend appointments to the Town Council.
7. To appoint from its membership members to act as a disciplinary panel.
8. To appointment from its membership members to hear any formal grievances.
9. To review health and safety at work.
10. To review all policies which relate to staff employment.
11. To ensure the Town Council complies with all legislative requirements relating to employment of staff.
12. To respond to any complaints by staff or members or against staff or members. Appointing from its membership members to act as a panel to hear any formal complaint, if required.



TOWN MARKETING WORKING GROUP

TERMS OF REFERENCE

1. The Working Group will act in accordance with the General Terms of Reference for Committees and Working Groups.
2. The group shall provide support for the work of the Council's Visitor & Events Development Officer.
3. The Working Group shall report direct to the Town Council and make recommendations.
4. Help develop co-operative working with Swale Borough Council for development of Tourism in line with the Borough's Visitor Economy Framework.
5. Work collaboratively with representatives from heritage groups, relevant community groups and other working groups such as the Destination Marketing Group, Green Grid Forum, etc. to promote the Town's assets and tourism attractions to residents, potential residents and visitors.
6. Make recommendations for the Town Council's publications, including websites and social media channels, promoting both the work of the Town Council and the Visit Faversham brand.
7. Look at opportunities to promote the Town generally and to promote tourism in the wider area, provided that if they are located outside the Faversham Town Council area, no financial subsidy is made.
8. Monitor the outcomes from Town Council initiatives through regular footfall counts.
9. Make recommendations to the Active Travel Committee to encourage Eco Tourism by promoting the ease of visiting Faversham using public transport, showcasing the multiple walking and cycling routes to access the wider town, villages, surrounding countryside and neighbouring towns and cities.
10. Make recommendations to the Environment Committee to increase the vibrancy and attractiveness of the Town Centre for residents, potential residents and visitors.

