

# Village Centre Development Committee (VCDC)

## Terms of Reference

The Village Centre Development Committee (VCDC) is a sub-committee of the Local Development Committee (LDC) and will comprise of three Parish Councillors, three members of the Village Centre Management Committee (VCMC) and the Manager of the Village Centre Social Club.

As permitted by the Parish Council's Standing Orders, the public and press are not permitted to attend meetings of this sub-committee and advance public notice requirements are not required. Meetings will be arranged as and when required and will be dependent on the matter(s) to be considered. An agenda for meetings and a record of the meeting will be prepared by the Clerk and distributed to the members of the sub-committee. Respective members will keep the full Parish Council (PC) and the Village Centre Management Committee (VCMC) apprised of developments. The Clerk may take instruction from the committee to progress the development of the Village Centre.

## RECOMMENDATIONS

This committee will present its findings and recommendations to the full Parish Council (PC) and to the Village Centre Management Committee (VCMC) for ratification prior to any formal decision being made or response being submitted i.e. unless the PC or VCMC at a previous meeting has delegated the authority to the VCDC to respond on its behalf.

Depending on the response time required, recommendations will be put forward to the next PC or VCMC meeting or alternatively if a quicker response is required then this will be shared by email for comment and the final response approved by the Chairman and Vice Chairman (PC) and the Chairman and Secretary (VCMC).

## MAIN FUNCTION

- To consider the design and development of the Village Centre and the surrounding area
- To ensure that the development integrates with other community buildings and facilities in the parish and satisfies demand, sustainability and affordability
- To coordinate the delivery of building work. This will include recommendations for the appointment of architects, project managers and contractors
- To meet with local authorities and service providers as required. Site meetings may be arranged by the Chairman or the Clerk as required
- To seek high standards and work with the community and statutory authorities in relation to the development. To make recommendations for additional funding if required
- To consider and respond to consultations relating to planning (referral for final approval by the full Council as deemed appropriate)

## EXPENDITURE

- Put forward a budget proposal for related expenditure
- As per Financial Regulations, the Clerk, in conjunction with the Chairman of Council or Chairman of the appropriate committee, may spend up to £750. Any expenditure above this amount will be approved by the full PC.

**The Terms of Reference for this sub-committee will be considered regularly (last reviewed September 2016)**