

LHPC Councillor Areas of Responsibility

Title	Areas covered	Lead Cllr	Support Cllr	Specific tasks	Task holders
Highways	Road maintenance (potholes, drains, kerbing etc), communication with EHDC on same. Parking issues, Rat Running	GP	ELW	<ol style="list-style-type: none"> 1. Liaising with community regarding potholes etc 2. Reporting potholes etc (if noticed / community member can't) 3. Chasing local authority for unresolved issues 4. Investigate ways of improving rat running situation 	Speeding Traffic Working group: Tom & Chloe Burroughs, Claire Bradhaw. Drive Safe Scheme: Darian Compton, Jon Fardell, Lynne Walker (and above)
Environment Affairs	Parish Paths, PC owned land maintenance, tree surgery, litter and dog bins, conservation area, river and stream quality issues	TH	GT	<ol style="list-style-type: none"> 1. Liaising with Nicholas Maddox re footpath maintenance 2. Monitoring footpaths for problems 3. Village Plants to be kept maintained 4. Cutting of Grass on PC owned land where applicable 5. Tree maintenance on PC owned land where applicable 6. Ensure litter bins in working order and not regularly overflowing 7. River... 	Jonathan Forgham (footpaths, millennium wood)
Playing fields & young people's needs	Weekly checks on play equipment, general check of playing areas for litter/ other, costing and sourcing any necessary equipment, liaison with yearly external audit and response.	GT	ELW	To incorporate young people's needs!?	
Community	Post Office, War memorial, Local Businesses, Village hall liaison, School liaison, Church Liaison, MH Health centre (Patient Group and Little Hadham Surgery), NHS Matters, Defibrillator, Little Hadham Conservation Society liaison.	GP	TH	<ol style="list-style-type: none"> 1. Weekly check of defibrillator check of allotments. 2. Monthly attendance at Village Hall Council Meetings / get report from attending volunteers 3. Thoughts - should we have a regular contact by email or meeting with the school / church / other groups 4. Weekly report (submitted online) of defibrillator. 	Chris Bhatt (Christmas Meal), Wendy - Planters, Graham (Village Hall Rep). Graham (Defib Check)
Consultation and Public Relations	LHPC website, Social Media accounts (Twitter, Facebook), Parish Magazine , Press Liaison (papers, TV), improved Broadband mobile phone provision, Local events liaison (Hadfest / Senior Christmas Lunch), Parish groups Liaison.	NW	MW	<p>Ensure all consultations are responded to in a timely fashion.</p> <p>Monthly submissions to Parish Magazine.</p> <p>Set up working web page (2015) / Manage working web page</p> <p>Consider Twitter / Facebook account</p> <p>Liaison with service providers re upgrades to broadband provision.</p>	Graham (Parish Magazine Parish Update)
Neighbourhood plan	Housing needs	WW	NW		

Significant external factors	Stop Stanstead Expansion, BS North Development (ASR's)	WW / TH	NW	1. Investigate what is involved if council is to undertake a Neighbourhood plan 2. Produce a neighbourhood plan if required 3. Liaise with other planning groups listed as required.	
Flooding	Flood planning: Housing at the Ashe, the Ford and Green Street. liaison with fire department, flood defence planners and environment agencies	GP	WW	1. To work with local authority and environmental agency to resolve ongoing issues. 2. Take a lead role in advising across all areas of council where flooding is an issue.	
Security	Police liaison, Fire brigade liaison, Neighbourhood watch, Rural Watch liaison.	MW	TH	1. Liaise with local PCSO regarding crime across parish 2.	Neighbourhood plan volunteers: - Alison Purvis (Westland Green)
Parish Council	Insurances, Precept, Clerks salary, legal issues, training, discipline, co-options, minutes, Grant applications	GT	ELW/NW	1. Review monthly clerks report to verify spending / planning 2. Review grant situation (which Grants available)	Chris Bhatt
Planning	Planning permissions for dwellings within the parish	MW	WW / TH	1. Review all applications submitted to council electronically. 2. Visit properties regarding applications to assess appropriateness 3. Discuss application with neighbours to properly represent the parish in response 4. Brief all Cllrs on recommendations in advance of Planning Meeting.	
Allotments	Allotments	MW	TH	To liaise with the working group to implement the new recommendations.	

KEY

ELW	Cllr Liz Lloyd-Williams [Chair]	NW	Cllr Neil Wardrop
TH	Cllr Tony Hoodless	WW	Cllr Will Wright
GP	Cllr Graham Pearson	MW	Cllr Mary Wilkinson
GT	Cllr Gavin Tooke		

Agreed May 2018