

LHPC Councillor Areas of Responsibility

| | Areas covered | Lead Cllr | Supporting Cllr | Specific tasks | Task holders |
|---|---|-----------|-----------------|---|--|
| Highways | Road maintenance (potholes, drains, kerbing etc.), communication with EHDC on same. Parking issues, Rat Running | GP | ELW | 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 | |
| Environment Affairs | Parish Paths, PC owned land maintenance, tree surgery, litter and dog bins, conservation area, river and stream quality issues | TH | GT | 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... | Wendy Woodgate (Planters) Jono Forgham (footpaths, millennium wood) |
| Groups and Amenities | Parish groups Liaison, Village hall liaison, School liaison, Church Liaison, MH Health centre (Patient Group and Little Hadham Surgery), NHS Matters, Defibrillator, Little Hadham Conservation Society Rep.. | WW | ELW | 1. Monthly attendance at Village Hall Council Meetings / get report from attending volunteers 2. Thoughts - should we have a regular contact by email or meeting with the school / church / other groups 3. Weekly report (submitted online) of defibrillator. | Geoff Williamson (Village Hall Rep). GP (Defib Check) |
| Community | Playing fields , Local events liaison, Post Office, War memorial, Allotments, Local Businesses, Housing needs, Young Peoples Needs | GT | TH | 1. Weekly checks on play equipment to ensure complies with local authority standards. 2. Weekly??? check of allotments. 3. | GT (Playing field Check) |
| Consultation and Public Relations | LHPC website, Social Media accounts (Twitter, Facebook), Parish Magazine , Press Liaison (papers, TV), improved Broadband mobile phone provision. | NW | GP | Ensure all consultations are responded to in a timely fashion. Monthly submissions to Parish Magazine. Set up working web page (2015) / Manage working web page Consider Twitter / Facebook account Liaison with service providers re upgrades to broadband provision. | GP (Parish Magazine Parish Update) |
| 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. | |
| Strategic | Neighbourhood plan , Stop Harlow North, Stop Stanstead Expansion, BS North Development (ASR's) | WW | 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. | TH | MW | 1. Liaise with local PCSO regarding crime across parish 2. | |
| Parish Council | Insurances, Precept, Clerks salary, legal issues, training, discipline, co-options, minutes | GT | MW | 1. Review monthly clerks report to verify spending / planning 2. | |
| Historic areas currently unallocated | Localism / Big Society, Wider Community Needs | | | | |

KEY

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| 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 | | |