

BROCKENHURST PARISH COUNCIL

Terms of Reference for the Village Centre Strategy working group

The purpose is to examine the centre of Brockenhurst and recommend any changes to the Parish Council. The main topics will include road design, speeding, parking, access to and from the railway station, maintenance of all areas to improve the look of Brockenhurst.

The area to include, but not be restricted to, Brookley Road and its environs and Sway Road.

The working group will comprise of a minimum of three councillors, of which one will take on the lead role as agreed at their first meeting after the Annual Council meeting. Non councillor members from selected village groups will be invited by the working group to join, with only one member from each group to attend a meeting at a time. All members will abide by the code of conduct.

The working group cannot make formal decisions or spend any money on behalf of the Parish Council, and any recommendations made will be subject to approval by the Full Council. A budget will be considered by the P&R committee for inclusion in the annual budget for the following financial year.

The working group will arrange its own informal meetings and schedule of work and must hold at least one meeting per year (May – April). The leader of the working group, if unable to attend a meeting of the Full Council, will nominate another member of the working party to deliver the progress report. A written report including any recommendations should be sent to the clerk before the Full Council meeting.

The working group will be responsible for internal correspondence relating to the working group. The clerk will be responsible for sending any formal correspondence and any articles for the press. The clerk will arrange hall bookings as required.

The continuing need for a working group will be reviewed by the Full Council at the Annual Council meeting.

At the conclusion of the working group all supporting documentation will be passed to the Clerk for record keeping

ADOPTED: 19th November 2024

REVIEWED: November 2025 or sooner if required