

COLNEY HEATH PARISH COUNCIL

- ✉ **Address:** Highfield Park Visitor Centre, Hill End Lane AL4 0RA
 ☎ **Telephone:** (01727) 825 314
 💻 **Website:** <https://colneyheathparishcouncil.gov.uk>
 ✉ **E-mail:** clerk@colneyheathparishcouncil.gov.uk



COMMUNICATIONS WORKING PARTY 2023/24

LEAD COUNCILLOR	Cllr Pettit
COUNCILLOR MEMBERS	Cllr Clemow Cllr Parish
RESIDENT MEMBERS	4 named community representatives
OBJECTIVE	Communicate effectively with residents
REMIT	<ul style="list-style-type: none"> • Prepare for publication by the Parish Council <ul style="list-style-type: none"> a) information about the Parish Council's activities and b) relevant news regarding the Parish and news from community organisations in the Parish • Publication to be within the Council's budget for 2023/24. • Councillor members to draft content regarding the Parish Council. • Community representatives to draft content including that collated from their contacts with community organisations. • Group to discuss digital communications and make proposals in due course having considered GDPR issues etc.
OUTCOMES	<ol style="list-style-type: none"> 1. Parish Council newsletter A hardcopy newsletter for the remainder of the financial year 2023/24, bi-monthly (subject to budget) commencing following sign off of content at the Council meeting in July delivered to all addresses in the Parish 2. Events on line Provide information about events in the Parish to be uploaded on the Parish Council's website Local Events page.

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	Amendment and approval of content and uploading delegated to the Clerk.
MEETINGS	<p>The first meeting - late June will discuss proposals for the format and size of the newsletter to establish a potential budget and the logistics.</p> <p>Thereafter the indicative schedule for each newsletter production (weeks before Council meeting)</p> <p>3 weeks – draft content and layout for review at editorial meeting</p> <p>2 weeks – content and layout finalized at editorial meeting</p> <p>1 week - issue final draft for Council meeting</p> <p>Following Council approval with any amendments the newsletter is then sent for printing (delivery should be within one week for distribution).</p>
DELEGATED AUTHORITY	The Clerk is delegated by Council to review each edition prior to it going to print and to then amend as required, upload and issue content.

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COMMUNITY ORGANISATIONS LIAISON GROUP 2023/24

LEAD COUNCILLOR	Cllr Parish
COUNCILLOR MEMBERS	Cllr Brazier Cllr Shaw
RESIDENT MEMBERS	Initially representatives from the following: <ul style="list-style-type: none"> ➤ 4ColneyHeath residents association ➤ Smallford Residents Association ➤ Colney Heath Village Hall ➤ Charles Morris Hall ➤ Colney Heath Sports and Social Club
OBJECTIVE	To know, and to serve, the needs of our community
REMIT	<ul style="list-style-type: none"> • establish points of contact with community organisations for liaison and communication. • arrange a meeting at least twice a year with representatives of community organisations to update on progress and to discuss their issues and concerns. Meeting style semi-formal then social
OUTCOMES	<ol style="list-style-type: none"> 1. To develop the actions of the Parish Council based on community needs 2. Establish grants budget for 2024/25 based on plans and needs of the community 3. Maintaining the calendar of events on the Parish council website 4. To provide the Parish Council newsletter with relevant content 5. Improved community coherence.
MEETINGS	<ul style="list-style-type: none"> • Initially in the summer of 2023 including their activities and plans for the remainder of 2023 and • In Autumn 2023 meet to discuss intentions for 2024/25 including grant needs for consideration in the preparation of the Parish Council budget for 2024/25

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	<ul style="list-style-type: none"> • Additional meetings if required and agreed
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PLANNING WORKING PARTY 2023/24

LEAD COUNCILLOR	Cllr Burns
COUNCILLOR MEMBERS	Cllr Clemow Cllr TBC
RESIDENT MEMBERS	6 named community representatives
OBJECTIVE	To protect and enhance the quality and enjoyment of life in the Parish
REMIT	To support Councillors and Officers in <ul style="list-style-type: none"> • developing data to support responses to planning applications • reviewing planning applications • preparing responses to planning applications, • making representations to the District Council’s planning committee, • submissions to Planning Inspectorate when the Parish Council registers as a Rule 6 party
OUTCOMES	Robust responses to planning applications
MEETINGS	Meetings will be held as required and applications can be discussed by email
DELEGATED AUTHORITY	The Clerk is delegated by Council to review all planning application responses and the Clerk is delegated to submit formal responses on behalf of the Parish Council

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CHARLES MORRIS HALL WORKING PARTY 2023/24

LEAD COUNCILLOR	Cllr Clemow
COUNCILLOR MEMBERS	Cllr Tallents Cllr Shaw
RESIDENT MEMBERS	None Should community representatives be required at a later stage the Parish Council can approve these
OBJECTIVE	To have a new lease in place prior to expiry of current lease to ensure plans for expansion are not unduly delayed
REMIT	<ul style="list-style-type: none">• To review any issues regarding the expiry of the lease in 2025 and potential terms of new lease• Conduct without prejudice discussions with the charity• Recommend to Council how to reach a satisfactory conclusion
OUTCOMES	<ol style="list-style-type: none">1. Minimize costs of advisors, in particular legal costs. Reducing negotiations by the relevant parties' advisors and solicitors.2. Land lease for Charles Morris Hall is granted before expiry of current lease in 2025.
MEETINGS	Meetings will be held as required.

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ROESTOCK HUT WORKING PARTY 2023/24

LEAD COUNCILLOR	Cllr Clemow
COUNCILLOR MEMBERS	Cllr Tallents Cllr Parish
RESIDENT MEMBERS	None Should community representatives be required at a later stage the Parish Council can approve these
OBJECTIVE	Convert liability into a community asset
REMIT	<ul style="list-style-type: none"> • To review options for use of the site and building including provision of office facilities for the Parish Council • Provide business case with recommended preferred options(s) to Council with the necessary associated implementation requirements • Conduct without prejudice explorations with potential interested parties • Recommend to Council how to reach a satisfactory conclusion
OUTCOMES	<ol style="list-style-type: none"> 1. Minimize costs of advisors, in particular legal costs. Reducing negotiations by the relevant parties' advisors and solicitors. 2. Roestock Hut available as an asset or appropriate community benefit
MEETINGS	Meetings will be held as required.