

TERMS OF REFERENCE (TOR's) INDEX

Committee, Advisory Committee, Working Group	Date last updated & adopted by Parish Council	Page numbers
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HIGHWAYS IMPROVEMENT PROJECT ADVISORY COMMITTEE

Members: Cllr Bolas; Cllr Baldock; Cllr Tumber, Cllr Small

Previous review: 15/05/2026

Last review: 21/05/2026

1. The role of the Highways Improvement Project Advisory Committee is:

(a) To prepare a plan for the Full Council to adopt, which should be reviewed regularly by the committee to keep abreast of changing circumstances within the Parish.

The main aim of the plan is to make roads safe for all residents and visitors to the Parish. The full plan shall be constructed with priorities identified to work on in both the short and long term.

2. Rights and Powers

(a) The Highways Improvement Project Advisory Committee shall (as agreed by the Full Council in May 2026 – minute ref: 19a) have delegated authority to progress the Maidstone Road and Oad Street 40mph Scheme as necessary with Kent County Council. All actions taken under this delegated authority shall be advised to the Full Council at its next available meeting.

All other Highways recommendations shall be presented for consideration to the Full Council.

3. Membership

(a) The Highways Improvement Project Advisory Committee shall consist of a minimum of 3 Councillors.

(b) The Chairman will be an ex officio member unless they are a committee member.

4. Meetings

(a) The Highways Improvement Project Advisory Committee will arrange meetings as and when required.

(b) Meetings are informal, and therefore, there is no requirement to display the agenda publicly.

(c) The meetings shall not be open to the public.

5. Voting

(a) All recommendations of the Highways Improvement Project Advisory Committee shall be determined by a majority vote for consideration by the Full Council.

6. Responsibilities

(a) To provide regular updates to Full Council on the progress of the Highway Improvement Plan and actions, and any recommendations for updates to the plan.

(b) To provide updates to the Full Council on Highways matters at the Parish Council monthly meeting.

(c) When providing a recommendation to Full Council for consideration, include an assessment of potential risks/benefits and estimated costs of the undertaking.

7. Rules and regulations

(a) The Councillor's Code of Conduct will apply to all Members of the advisory committee

FINANCE (ADVISORY COMMITTEE)

Members: Cllr Bolas, Cllr Butlin, Cllr Palmer

Previous review: 15/05/2026

Last review: 21/05/2026

1. The role of the Finance Advisory Committee is:

- (a) To prepare the annual budget and suggested precept for consideration by the Full Council.
- (b) To review the allocation of both general and earmarked reserves for consideration by the Full Council.
- (c) To monitor the Council's financial risk assessments and recommend changes where necessary to the Full Council.
- (d) To ensure adequate financial controls are in place to utilise and protect the Council's finances and assets, including insurance of buildings and property and maintenance of the asset register.
- (e) To review the Council's Financial Regulations annually to ensure that the Council is observing the regulations and report breaches found or required amendments to the Full Council for consideration prior to their annual review.

2. Rights and Powers

- (a) The Finance Advisory Committee shall have no rights or powers. All recommendations of the committee shall be determined by a majority vote for consideration by the Full Council.

3. Membership

- (a) The Finance Advisory Committee shall consist of up to 4 Councillors.
- (b) The Chairman will be an ex-officio member unless they are a committee member.

4. Meetings

- (a) The Finance Advisory Committee will hold meetings as and when required, which will be organised by and attended by the Clerk/RFO.
- (b) Meetings are informal, and therefore, there is no requirement to display the agenda publicly.
- (c) Notes will be recorded by the Clerk/RFO of the Committee's proposed recommendations, and these will be circulated to Councillors for consideration at the next Full Council meeting.
- (d) The meetings shall be open to the public.

5. Voting

- (a) All decisions of the Finance Advisory Committee shall be determined by a majority vote for recommendation to the Full Council.

6. Responsibilities

- (a) Primary Purpose: to manage the Council's financial resources and to debate and recommend strategy and action on policy and operational matters concerned with the Council's finances, property, resources, land, and manpower.
- (b) When providing a recommendation to Full Council for consideration, they will include an assessment of potential risks/benefits and any estimated costs of the undertaking.

7. Rules and regulations

- (a) The Councillor's Code of Conduct will apply to all Members of the Finance Advisory Committee.

WISES LANE MONITORING AND LIAISON GROUP

Members: Cllr Jemmett, Cllr Butlin and Cllr Small

Previous review: 15/05/2026, with an update on 21/08/2025

Last review: 21/05/2026

1. The role of the Wises Lane Monitoring and Liaison Group is:

- (a) To monitor the development under the planning application 17/505711/HYBRID against the planning conditions and report any issues to the parish council.
- (b) To Liaise with DHA, David Wilson Homes, Barratt and Redrow, and report to the Full Council on the potential use of all community areas of the development.

2. Rights and Powers

- (a) This WLMG is constituted as a working group of the Parish Council and is not a formal committee or sub-committee under the Local Government Act 1972.
- (b) The WLMG shall not have any decision-making powers.
- (c) The WLMG shall only exist during the period that the development is being constructed.
- (d) The WLMG may liaise with the developers but must only represent positions formally approved by the council.

3. Membership

- (a) The WLMG shall consist of up to 5 Councillors, with a minimum of 2 as determined by the Parish Council.
- (b) The WLMG may not appoint any other members without the Full Council's permission.

4. Meetings

- (a) The WLMG will arrange informal meetings as and when required, and produce a report to be presented to the Full Council.
- (b) Reports will consist of items to be discussed at the next meeting with the developer, along with a written report of items that were discussed at the previous meeting with the developer.
- (c) Meetings can take place remotely or in person.
- (d) As an informal working group, the WLMG is not subject to the Public Bodies (Admission to Meetings) Act 1960. Its meetings will not be public and are not required to follow the formal notice and agenda rules of Parish Council meetings.

5. Responsibilities

- (a) As a non-quotate, advisory group, no votes shall be taken. All matters shall be discussed informally and recommendations made to Full Council for approval

6. Rules and regulations

- (a) The Councillor's Code of Conduct will apply to all members of the Wises Lane Monitoring and Liaison Group.

NATURE RESERVE WORKING GROUP

Members: Cllr Bolas, Cllr Baldock, Cllr Butlin and Cllr Small

16/05/2024: Full Council approved the name change and removed the term 'Advisory Committee'.

Previous review: 15/05/2026

Last review: 21/05/2026

1. Introduction

Borden Nature Reserve currently provides both valuable habitat for a range of wild animals and plants, and a widely enjoyed access to public space for leisure. These two aspects can present a conflict of interest between the needs of management for nature preservation and the public desire for access.

The site is leased by Borden Parish Council from KCC. This lease is due for review in September 2024. The maintenance and gases arising from its previous use as a landfill site are managed by KCC. This occasionally results in disruption to the habitat.

The following issues have come to the attention of the Parish Council, which will need to be resolved by both parties before entering into any new lease which may be offered. These include, but are not restricted to:

- (a) Responsibilities of the owner and their plans for essential works.
- (b) Responsibilities of the leaseholder and period of any new lease.
- (c) KCC objectives for the site, including enhancing public access and development nearby or on site.
- (d) The effects of climate change and potential mitigation measures.
- (e) Parish Council objectives and priorities, including management plans, delivery of management plans, costs, and liabilities.
- (f) Management of occupation by homeless persons, littering, fly-tipping, camping, antisocial behaviour, trial and quad bikes.
- (g) Liabilities and their mitigation.
- (h) Management of the valuable habitat for a range of wild animals and plants.

2. The role of the working group

- a) The PC wishes to involve the local community by consulting them on future arrangements for the site. To do this, it intends to facilitate a working group of interested parties under the terms of reference stated in point 3:

3. Membership

- (a) The group shall be composed of no more than 10 members, two of whom must be a Borden parish Councillor. Anyone wishing to be part of the group should apply to the Parish Council.
- (b) The group shall elect a Chair to represent and communicate views on the group's behalf. No individual member can claim to represent the views of the group.
- (c) The Chairman of the Parish Council shall be an ex officio member of the group.

4. Rights and Powers

The Nature Reserve Working Group shall have no rights or powers. All recommendations of the committee shall be determined by majority vote for consideration by Full Council.

5. Voting

- (a) All decisions of the Nature Reserve Working Group shall be determined by a majority vote for recommendation to the Full Council.

6. Responsibilities

- (a) The Nature Reserve Working Group shall agree on the aspects to be reviewed and the timescales for achieving these with the Parish Council before undertaking any further work.
- (b) KCC must be included in the process, together with a wide range of stakeholders representing the interests of all users and affected parties. Because Nature has no voice, those with experience and expertise in wildlife and habitat management must be consulted.
- (c) The group shall present interim reports to the Parish Council quarterly and a non-binding report at least four months before the expiry of the current lease.

7. Rules and regulations

- (a) The Councillor's Code of Conduct will apply to all Members of the advisory committee.

NATURE RESERVE DESIGNATION SUB-WORKING GROUP

(This group will operate under the main Nature Reserve Working Group).

Members: Cllr Bolas, Cllr Baldock and Cllr Butlin

Previous review: 15/05/2026

Last review: 21/05/2026

1. Introduction

The Nature Reserve Designation Sub-Committee has been established with the purpose of advocating for and obtaining designated status for Borden Nature Reserve with Natural England.

This designation will recognise the ecological importance of the Nature Reserve, ensure its conservation and management for future generations, and provide legal protection to safeguard its biodiversity and natural resources.

2. The role of the working group

- (a) The primary purpose of the Nature Reserve Designation Committee is to pursue the official designation of Borden Nature Reserve as a protected area.
- (b) Recognising the ecological significance and value of preserving natural habitats, this committee aims to coordinate efforts, engage stakeholders, and navigate the necessary processes to achieve official designation status for the Nature Reserve with Natural England.
- (c) Developing a comprehensive management plan for Borden Nature Reserve, outlining conservation objectives, land use policies, and monitoring strategies
- (d) Where necessary, research and document the ecological significance and biodiversity of the Borden Nature Reserve, including its flora, fauna, and ecosystems.
- (e) Assessing the legal and regulatory requirements for the Nature Reserve's designation with Natural England.
- (f) Liaising with conservation organisations and other stakeholders to gain support for the designation process.
- (g) Engaging in stakeholder consultation processes to gather input and feedback on the designation proposal and management plan.

3. Membership

- (a) The group shall be composed of up to 5 members, three of whom must be a Borden Parish Councillor.
- (b) The group shall elect a Chair to represent and communicate views on the group's behalf. No individual member can claim to represent the views of the group.

4. Rights and Powers

- (a) The Nature Reserve Designation Sub-Committee shall have no rights or powers.

5. Voting

- (a) All recommendations of the sub-committee shall be determined by a majority vote for consideration by the Full Council.

6. Responsibilities

- (a) The group shall present regular reports to update the Full Council on progress.

7. Rules and regulations

- (b) The Councillor's Code of Conduct will apply to all Members of the advisory committee.

NEIGHBOURHOOD PLAN STEERING GROUP

Members: Cllr Butlin and Cllr Wallace

Previous review: 15/05/2026

Last review: 21/05/2026

1. Background

Borden Parish Council, at its meeting on 16th January 2020, resolved that it would consider preparing a Neighbourhood Plan.

2. Purpose/Objective of the Steering Group

- (a) Borden Parish Council is the qualifying body for the preparation of a Neighbourhood Plan for the Parish of Borden and will remain responsible for public engagement, consultation, and communication. The Parish Council has agreed to establish a Neighbourhood Plan Steering Group (Steering Group) to guide and agree on the content of the plan and all associated evidence.
- (b) The objective of the Steering Group is to produce a sound draft Neighbourhood Plan for the Parish of Borden that defines the spatial planning policy priorities, considering all representations made during the plan-making process and having regard to all relevant existing plans and evidence.

3. Role of the Steering Group

- (a) The role of the Steering Group will be to manage and guide the development of the Neighbourhood Plan and to assist with community engagement.
- (b) The Steering Group will manage relationships with other bodies.

4. Steering Group Membership

- (a) The Steering Group will comprise the following members:
 - A minimum of two Parish Councillors
 - A maximum of 8 residents from the Parish of Borden
- (b) Membership may be reviewed as deemed necessary by the Parish Council

5. Meetings

- (a) The Steering Group will meet regularly.
- (b) The Steering Group will be chaired by a Parish Councillor.
- (c) All recommendations of the Steering Group for Full Council shall be determined by majority vote, with the required attendance of at least 4 members present at the meeting.
- (d) The Steering Committee, when necessary, may make decisions by email.
- (d) The Steering Group may invite technical specialists to attend meetings.

6. Reporting and Communication

- (a) Each Steering Group meeting will be reported to the Full Council, along with any recommendations for consideration by the Full Council regarding the development of the Neighbourhood Plan.
- (b) Borden Parish Council will manage the communication strategy for the Neighbourhood Plan

7. Rules and regulations

- (a) The Councillor's Code of Conduct will apply to the Neighbourhood Plan Steering Group.

THE BORDEN BROADSIDE PUBLICATION WORKING GROUP

Members: Cllr Baldock, Cllr Small and Cllr Wallace

Established: 21/05/2026

Terms of Reference to be advised.