LOXWOOD PARISH COUNCIL &

PLAISTOW AND IFOLD PARISH COUNCIL

Community Resilience Plan Working Group

Terms of Reference

1. Purpose

The purpose of the Community Resilience Plan Working Group is to develop a joint Community Resilience Plan for the communities of Plaistow & Ifold and Loxwood, identifying local risks, resources, key contacts and arrangements to help the communities prepare for, respond to and recover from emergencies or significant incidents.

2. Objectives

The Working Group will:

- Identify local risks that could affect the communities.
- Gather information on community resources, facilities, organisations and volunteers that may be available during an emergency.
- Liaise with relevant agencies, community groups and other stakeholders as required.
- Prepare a draft Community Resilience Plan covering both parishes.
- Review and update the draft plan following feedback.
- Recommend the completed plan to Plaistow & Ifold Parish Council and Loxwood Parish Council for adoption.

3. Membership

- Membership shall be agreed by Plaistow & Ifold Parish Council and Loxwood Parish Council.
- The Working Group may comprise Parish Councillors and residents with relevant local knowledge or experience.
- The Group shall appoint a Chair from among its members.

4. Authority

- The Working Group is advisory only and has no delegated decision-making powers.
- Any recommendations, actions requiring funding, or proposed policies must be referred to the respective Parish Councils for approval unless each Parish Council sets a budget within which expenditure may be met.

5. Meetings

- Meetings shall be held as required to progress the work.
- A brief record of meetings and recommendations shall be reported to both Parish Councils.

6. Duration

The Working Group shall continue until the Community Resilience Plan has been completed and adopted by both Parish Councils, unless dissolved earlier by agreement of the Councils.

7. Review

These Terms of Reference may be amended at any time by agreement of Plaistow & Ifold Parish Council and Loxwood Parish Council.

Approved by: Plaistow & Ifold Parish Council

Date: _____

and Loxwood Parish Council

Date: _____