Appendix ‘1’

**PLANNING COMMITTEE**

**STANDING ORDERS;** As per full Council with the exception of;

The composition, time, date and place of meetings of a committee are determined by the council or the committee itself. No statutory annual or similar meetings are required.

As a **standing** committee, the Chairman will be decided by full council

This committee will normally meet publicly every 4 weeks or at a frequency which fulfils Local Planning Authority (LPA) planning policy

The agenda will include a public session; if a member of the public wishes to make a representation at the meeting concerning any item on the agenda, they should contact the clerk before 12 noon on the day of the meeting. Speaking will be restricted to a maximum of 5 minutes per person and the overall session will last no more than 15 minutes. For all other agenda items, members of the public are welcome to attend as observers only. No decisions can be made during this item.

**QUORUM;** 3 Members

**MEMBERS;** 5

**POWERS**;

Under section 101 (1) of the Local Government Act 1972, Alderholt Parish Council has delegated its statutory powers and functions to this committee for the municipal year 2021/22 to deal with;

1. Commenting on new planning applications relating to Alderholt with the exception of larger-scale developments (over 10 units) as a consultee
2. Commenting, where appropriate on planning appeals relating to Alderholt with the exception of larger-scale developments (over 10 units)
3. To liaise with the LPA, public and other organisations concerning planning applications with the exception of larger-scale developments (over 10 units)
4. Commenting on matters relating to Tree Preservation Orders (TPO’s)
5. Consultations and larger-scale developments (over 10 units) will be dealt with by full Council
6. Procedures to be followed as laid down in APC Planning Protocol. Any changes to the protocol to be decided by the clerk in liaison with the assistant clerk and the Planning Committee Chairman.
7. If there are no applications received during the meeting cycle, the meeting may be cancelled at the discretion of the Planning Chairman and assistant clerk and/or clerk.
8. The assistant clerk will request a time extension from the LPA EDDC for any applications where the response date does not fit into the meeting cycle. If an extension is not possible, an additional meeting may be called or if the application is straightforward, at the discretion of the Planning Chairman and assistant clerk, members’ comments may be submitted by email to the assistant clerk. In the latter instance, a public notice must be displayed for 3 clear days inviting members of the public to make comments to the parish office before the council response is submitted.
9. This committee has no financial powers or budget allowance

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**FINANCE COMMITTEE**

**STANDING ORDERS;** As per full Council with the exception of;

The composition, time, date and place of meetings of a committee are determined by the council or the committee itself. No statutory annual or similar meetings are required

As a **standing** committee, the Chairman will be decided by full council

This committee will normally meet publicly twice a year or more often if it is deemed necessary by the Committee Chairman or clerk.

The agenda will include a public session; if a member of the public wishes to make a representation at the meeting concerning any item on the agenda, they should contact the clerk before 12 noon on the day of the meeting. Speaking will be restricted to a maximum of 5 minutes per person and the overall session will last no more than 15 minutes. For all other agenda items, members of the public are welcome to attend as observers only. No decisions can be made during this item.

**QUORUM;** 3 Members

**MEMBERS**; 5

**POWERS**; Under section 101 (1) of the Local Government Act 1972, Alderholt Parish Council has delegated its statutory powers and functions to this committee for the municipal year 2020/21 to make decisions regarding;

1. To review budgets and reserves and amend if necessary

Note; Annual budget setting will be dealt with by full council. The Clerk will draft budgets for discussion with the Chairman and Chairman of Finance Committee. Proposals will then be made to full council for consideration.

1. To allocate grants in respect of applications received within the agreed annual budgets.

Note; Grant application 2 x annual closing dates will be set in line with the Finance meeting dates

1. To deal with any non-staffing complaints in line with the Parish Council Complaints procedure

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**NEIGHBOURHOOD PLAN COMMITTEE**

**STANDING ORDERS;** As per full Council with the exception of;

The composition, time, date and place of meetings of a committee are determined by the council or the committee itself. No statutory annual or similar meetings are required

As a **special** committee, the Chairman will be elected by the committee at its first meeting.

This committee will normally meet publicly as deemed necessary by the Committee Chairman or clerk.

The agenda will include a public session; if a member of the public wishes to make a representation at the meeting concerning any item on the agenda, they should contact the clerk before 12 noon on the day of the meeting. Speaking will be restricted to a maximum of 5 minutes per person and the overall session will last no more than 15 minutes. For all other agenda items, members of the public are welcome to attend as observers only. No decisions can be made during this item.

**QUORUM;** 3 Members

**MEMBERS**; 9 - All Parish Councillors

**POWERS**; Under section 101 (1) of the Local Government Act 1972, Alderholt Parish Council has delegated its statutory powers and functions to this committee for the municipal year 2021/22 or until the Local Plan is determined (whichever is soonest) to:

1. Liaise between the Parish Council, Dorset Council, and other interested parties such as (but not limited to) Action4Alderholt and other residents, with a view to support the Parish Council’s previously minuted objection to EDDC Local Plan proposals to build in excess of 1,000 houses in the Parish *and previously minuted objection to the Dorset Council Draft Local Plan.*
2. Employ and liaise with a Planning Consultant who will provide written advice regarding EDDC Local Plan proposals for Alderholt and the best ways to make our objection to this plan carry weight.
3. Financial decisions relating to the Planning Consultant to be devolved to this committee up to the sum allocated in the 2019/20 annual budgets and reserves
4. Set up ad hoc working parties as required to investigate related issues and report back to the Committee. Such Working Parties may include non-Councillors (reference must be made to legislation regarding this). Such Working Parties may not make any decisions that bind the Committee or the Full Council

**Terms of Reference**

1. a) The objective of the Committee will be to lead preparation of, and eventually produce, a sound Neighbourhood Plan, that defines the planning policy priorities identified by the community taking into account all representations made during the plan-making process. The Neighbourhood Plan making process should be addressed with a view to the Making of such a plan to tie in with Dorset Council’s emerging Local Plan, expected 2023, and to maintain the plan as current thereafter such that maximum weight will be accorded to it when Planning Decisions are made in the future.

b) To create and monitor a project plan with established checkpoints to ensure that the Committee’s work stays on track.

c) That the Committee meet every month (apart from August), subject to need; and that the Committee Chairman may call additional meetings as required. Three clear days’ notice of meetings will be required.

d) The Membership of the Committee shall comprise all those Parish Councillors who request membership, together with an invited set of up to 18 additional members. Invitations will be at the discretion of the Chairman but will include, among others, representatives of Churches, ARA, Action for Alderholt, local businesses, clubs, youth organisations, and public services such as the police and the school. As required by the Local Government Act 1972 Section 104, only persons who are not disqualified from becoming a Councillor may become a member of the Committee. All Committee Members must comply with the Council’s Code of Conduct and complete the Register of Disclosable Pecuniary Interests.

e) Members of the Committee will be expected to attend the majority of those meeting to which they will be Summoned by the Clerk. If a member cannot attend a meeting then Apologies should be submitted to the Clerk.

f) Either the Clerk or Assistant Clerk will Clerk the meetings

g) Meetings may be in person or via remote technology as permitted under Covid-19 Regulations

h) All meetings are open to the public and press unless the business to be transacted is of a confidential nature. For Remote Meetings members of the Public must request an invite allowing them access. Such a request must be made at least the day before such a meeting.

i) The Public present may take part in the meeting, at the Chairman’s discretion.

j) Under Section 13 of the Local Government and Housing Act 1989 only members of the Parish Council may vote.

k) A Quorum shall be a minimum of 3 voting members. However, discussions may continue on an informal basis if there is no quorum.

l) The Committee may also seek input from representatives from outside the village such as Dorset Council, Fordingbridge Town Council, New Forest District Council, Verwood Town Council, Doctors surgeries, and others at a local, regional, or national level, as appropriate.

m) The Committee will be expected to keep up to date with the continually shifting legal situation as regards Planning, and to ensure the emerging Neighbourhood Plan complies with all legal requirements.

n) To liaise with local organisations and landowners.

o) To liaise as closely as possible with Dorset Council.

p) To examine sources of grant or other funding and to ensure that applications for such are correctly made in a timely manner. The work of this Committee should be largely self -funded from such sources.

q) The Committee to have delegated authority to apply for such grants as far as the grant awarding body allows, or to request the Clerk to sign off such applications if necessary.

r) Provided that sufficient grant funding has been approved by the awarding body, the Committee to have delegated powers to appoint and liaise with a suitable Planning Consultant, at an appropriate time should such be felt necessary, to ensure the requirements for a Neighbourhood Plan are met and that the Steering Group properly complies with relevant legislation and best practice. The Consultant will also be asked to advise on how best to liaise with Dorset Council or other relevant bodies, and to be present, as necessary, at meetings.

s) To harness voluntary effort to produce information, illustrative material and draft the Neighbourhood Plan for consideration by APC. Should professional services be required to produce such material then the Committee to have delegated powers to purchase such, provided that sufficient grant funding has been approved by the awarding body to cover the cost.

t) The Committee to have delegated powers to use approved grant funding for other activities as are necessary for the furtherance of its objectives.

u) Any such delegated powers, under paragraphs o p and q above, to purchase goods and services are subject to the Council’s normal procurement policies as per Alderholt Parish Council’s Financial Regulations.

v) To advise the Parish Council on any additional expenditure required that is not covered by approved Grant Funding. Any such expenditure must be approved by Full Council prior to any order being placed.

w) To report to Full Council at each Ordinary Full Council Meeting.

x) To work closely with any Neighbourhood Plan Co-ordinator which might be appointed by the Council – Budget provision for such was made in the Council’s 20/21 Budget, as staff costs are not covered by Grants.

1. The Committee shall be constituted under Standing Order 4 and the APC Committees and Delegated Powers Document in the Council’s Handbook.

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**STAFFING COMMITTEE**

**STANDING ORDERS;** As per full Council with the exception of;

The composition, time, date and place of meetings of a committee are determined by the council or the committee itself. No statutory annual or similar meetings are required

As a **standing** committee, the Chairman will be decided by full council

This committee will normally meet twice a year or more often if it is deemed necessary by the Committee Chairman or clerk. Depending on the business being undertaken at a meeting, it may be necessary for the Committee to move a report into exempt session.

The agenda will include a public session; if a member of the public wishes to make a representation at the meeting concerning any item on the agenda, they should contact the clerk before 12 noon on the day of the meeting. Speaking will be restricted to a maximum of 5 minutes per person and the overall session will last no more than 15 minutes. For all other agenda items, members of the public are welcome to attend as observers only. No decisions can be made during this item.

**QUORUM;** 3 Members

**MEMBERS**; 3

**POWERS**; Under section 101 (1) of the Local Government Act 1972, Alderholt Parish Council has delegated its statutory powers and functions to this committee for the municipal year 2021/22 to make decisions regarding;

1. To consider employment issues including appraisals, contracts, salaries
2. To deal with any staffing complaints in line with the Parish Council Complaints procedure

Note: neither the Chairman of Alderholt Parish Council or the Chairman of the Finance Committee be members of the Staffing Committee.

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**97 BUS JOINT WORKING GROUP**

This Joint Working Group was set up in 2018 with the aim of continuing the 97 Bus service following the removal of Dorset County Council funding to subsidise the service which transports residents between Fordingbridge-Alderholt-Cranborne-Edmondsham-Woodlands-Verwood and Ringwood.

Working with Dorset Community Transport, the objective of the Group is to obtain funding for the 97 bus for the year 2021 and beyond, if possible.

* The 97 Bus JWG (the Group) is made up of 2 Councillors from each of the participating Councils - Alderholt PC (APC), Cranborne & Edmondsham PC (CPC) and Knowlton PC (KPC) and their Clerks.
* APC will be the lead Council.
* A representative from Dorset Community Transport will attend meetings and provide information as appropriate
* The Group has No delegated powers.
* The Group will meet regularly at least bi-monthly to review progress and make further funding applications.
* Reports from the Group will be made back to the 3 participating Councils.
* Notes of the Group meetings will be made including dates and attendees for reference.
* The objective of the Group is to obtain funding for the 97 bus for the year 2021 and subsequent years
* The Group will have the authority to complete grant and funding applications and write letters to organisations requesting funding. Such applications and letters to state the purpose of the JWG as follows: -

*“The 97 Bus Joint Working Group is a group of three Parish Councils (Alderholt, Cranborne & Edmondsham and Knowlton) who are supporting a 16-seater minibus "off peak" regular bus service - the 97 which runs between Fordingbridge and Ringwood via Alderholt, Cranborne and Verwood, and the outlying settlements, to assist our residents.*

*We are looking to obtain funding to continue this 97 bus service which runs 3 mornings a week and is provided by Dorset Community Transport (a not-for-profit organisation) part of the ECT Charity, which is renowned for providing high quality community transport services across the country.*

*Should you be able to support this project by providing funding, any donations will be directed to Alderholt Parish Council, the lead council for the 97 Bus Joint Working Group.”*

* Any monies obtained will be held by APC in a separate 97 bus reserve account specific to this project.
* Monies for the 97 bus received by CPC ad KPC will be forwarded to APC.
* Should the funding received not be sufficient for a 3-day week service. The Group will discuss with Dorset Community Transport whether a 2-day week service is viable, and other options.
* If the no 97 Bus service ceases to operate, a proportion of monies may be returned to the relevant donor organisation(s).
* Financial agreements will be drawn up and agreed by all 3 participating Councils

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**SUBSTITUTE MEMBERS TO COMMITTEES;**

Refer to;

* APC Standing Orders ref 4d(v)
* Part One Law and Procedures for Local Councils; Delegation Arrangements S.4 (m);

*S.12(2) of the LGA 1972 requires the Council to fix the number of Councillors and non Councillors and their terms of office in a committee. Standing orders permit that substitute members may be appointed which may be particularly useful if ordinary members are not able to attend deeming the meeting inquorate. Standing orders should regulate the circumstances in which a substitute is justified and provide that if the substitute member is legitimately summoned to and is present at a meeting which the ordinary member he is replacing then attends, the ordinary member cannot participate in that meeting.*

a) The Council may wish to appoint substitute members to a committee whose role is to replace ordinary councillors at a meeting of a committee if ordinary councillors of the committee have confirmed to the proper officer *at least three working days* before the meeting that they are unable to attend.

b) An ordinary member of a committee who has been replaced at a meeting by a substitute member shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting.

**APC agrees that substitute members will be all remaining Parish Councillors and will apply to all committees. Committee members should make every possible endeavour to attend committee meetings and substitute members should not be used as the norm.**