

# **ALDERHOLT PARISH COUNCIL TERMS OF REFERENCE**

## **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 2024/25 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 Dorset Council 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.
10. That reporting Councillors were responsible for checking the status of their applications and sending the decision notice to the office for inclusion on the notices and decisions report to the next Planning Committee meeting.

[illegible]

## 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: 6**

**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 2024/25 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.
2. 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
3. To deal with any non-staffing complaints in line with the Parish Council Complaints procedure

## **ALDERHOLT PARISH COUNCIL TERMS OF REFERENCE**

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.

## **ALDERHOLT PARISH COUNCIL TERMS OF REFERENCE**

- 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





# **ALDERHOLT PARISH COUNCIL TERMS OF REFERENCE**

The Terms of reference are as follows:

## **1. Introduction**

The Green Spaces Working Party ('the Working Party') is a Working Party of Alderholt Parish Council ('the Parish Council'). The aim of the Working Party is to enhance the green spaces in and around the parish of Alderholt, in accordance with good environmental practices.

## **2. Membership**

The Working Party shall consist of at least three members of the Parish Council ('Council Members') and at least four members of the Community ('Community Members'). The Chairman and Vice Chairman of the Parish Council shall be ex-officio members. Members shall be appointed by resolution of the Parish Council. Membership shall be reviewed annually at the Annual Parish Council meeting, to include the appointment of a Lead Councillor. Members must be aged 18 and above.

On being nominated to the Working Party, all members must read and adhere to its terms of reference and the Parish Council's Safeguarding Policy.

The Working Party may also recruit any number of volunteers who may attend meetings, participate in organised activities, and contribute ideas but who will have no voting rights.

A Leader of the Working Party shall be chosen by the Working Party members at its first meeting following the Annual Parish Council meeting. The Leader will be a Councillor.

The Leader will be the main point of contact for the Group and will convene and chair meetings.

## **3. Voting/Decision Making**

On matters requiring a decision, the Group will discuss matters with a view to reaching consensus. If this cannot be achieved, the Leader shall decide if the matter should go to a vote, or the differing views recorded in writing and communicated to the Parish Council. Each Member of the Working Party has one vote. In the case of equality of votes, the Leader of the meeting has the casting vote whether or not they gave an original vote.

## **4. Meetings**

Meetings will be held on an ad-hoc basis, as required. There is no requirement to be clerked, although notes will be taken and distributed by email to the members, volunteers and to the Parish Clerk.

Working Party meetings are not required to be held in public.

## **5. Quorum**



## **ALDERHOLT PARISH COUNCIL TERMS OF REFERENCE**

The quorum shall be three members of the Working Party provided at least one of them is a member of the Parish Council. If an appointed Parish Council member for the Working Party is unable to attend a meeting, then a substitute Parish Councillor can be asked to attend on their behalf. A minimum of seven days' notice is required when calling any meeting. If the number of members present falls below the required quorum then the business will not be transacted until the next meeting or any other day as the Leader may fix.

### **6. Purpose and Scope**

To consider matters associated with the enhancement of green spaces in the parish of Alderholt for the benefit of residents and the natural environment.

Such green spaces shall not be limited to land owned or leased by the Council but may, by permission of the landowner, include any open space within the parish of Alderholt.

The Parish Council shall continue to be responsible for the management of the trees they currently manage. Any new tree planting shall be the responsibility of the Green Spaces Group, in conjunction with the Parish Council.

The Group may make recommendations to the Parish Council concerning trees from time to time.

### **7. Responsibilities**

The Working Party shall be responsible for:

- Developing and implementing plans for enhancing sites identified as being worthy of improvement for the benefit of the parish and/or the natural environment, such plans be approved by the Council;
- Supporting the Council in developing a management plan for green spaces in the parish;
- Identifying new green spaces with potential for enhancement;
- Liaising with outside organisations such Dorset Council, Woodland Trust, etc
- Coordinating the work of members and volunteers, completing risk assessments and ensuring the appropriate health and safety measures are taken;
- Communicating with the general public through the Alderholt Parish Council website, Parish Magazine, noticeboards and other channels;
- Advising the Council on any matter relating to the management of green spaces in the parish of Alderholt;
- Members and volunteers to adhere to the Parish Council's Safeguarding Policy.

### **8. Work Sessions**



## ALDERHOLT PARISH COUNCIL TERMS OF REFERENCE

- 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.**