

Ongar

Town Council



Aimi Middlehurst
Town Clerk

TERMS OF REFERENCE

Planning & Environment and Public Relations Committee

Membership

Minimum of 4 Councillors and a maximum of 7 Councillors with membership reviewed annually at the Annual Council meeting. The Council Chair and Vice-chair are ex-officio members of the committee.

A Minimum of 3 Councillors is required for the meeting to be quorate.

Meetings

Meetings are called regularly throughout the year and will usually take place on Thursday evenings commencing at 7pm, to be held at the Council offices, Basons Way, Ongar.

Roles and Responsibilities

- The provision and maintenance of Ongar Town Council owned street lighting
- The provision and upkeep of Ongar Town Council owned bus shelters
- To consider every planning application within the Ongar Town Council boundary and provide comments to the planning authority
- To comment on planning appeals and review enforcement action
- Wider planning issues may be discussed
- The committee may also appoint a Council representative to represent the Council at Planning Authority meetings
- Delegated powers to the chair and vice chair of the committee if there is insufficient time to present the item to a planning committee meeting after seeking representations from other councillors, especially those representing the wards in question
- To make recommendations regarding street naming
- CCTV system
- Annual review of the Town Council's Communication Strategy
- Ensure that the Communication Strategy is adhered to
- Twinning
- Social Media
- Advertising and promoting Council activities
- Monitor press releases
- Annual Report
- Community Grants
- Annual Town Meeting
- Coffee mornings
- Christmas competitions
- Any other community engagement matters

To make representation to the appropriate authority in respect of

- all matters relating to public foot paths, highways and traffic management
- vehicle parking
- services and facilities provided by other outside agencies and bodies

To comment on applications for tree works and note Tree Preservation Orders

Clerk's Report

The Clerk to report on items of interest not on the agenda and an update on items from previous committee meetings

Note

Some items of work undertaken by this Committee will have to be held in private session (as required by sections 100 and 102 of the 1972 Local Government Act). In all cases the agenda for meetings will be posted for public viewing with five clear working days' notice.

Meetings

Planning & Environment and Public Relations committee has delegated powers to authorise expenditure on behalf of the Council for budgeted items assigned to this committee.

Public involvement is positively encouraged by the Council. Members of the public may speak for up to 15 minutes on any agenda item being considered at the meeting. At the discretion of the Chair further time may be allowed for public comments at meetings.

Items for the agenda need to be approved by Committee Chair in conjunction with the Clerk