

Planning, Infrastructure and Highways Committee

Kidsgrove Town Council
Victoria Hall
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Staffordshire
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Minutes of the Planning, Infrastructure and Highways Committee Meeting held 11th March 2019, 7:00pm, Chairman's Room, Victoria Hall

PHI/18-19/1/1 Present

Cllr M Stubbs, Cllr S Dymond, Cllr P Waring, Cllr Cooper, Cllr K Robinson, Cllr B Owen, Cllr J Owen, Cllr S Burgess, Cllr V Jukes
Members of the public
In attendance: Sue Davies, Town Clerk

Cllr M Stubbs opened the meeting.

PHI/18-19/1/2 To receive and consider apologies for absence

Cllr Dillon and Cllr Cartwright.

PHI/18-19/1/3 To note declarations of Member's Interests

None declared.

PHI/18-19/1/4 To receive nominations for and to appoint a chairman for the committee.

Cllr Robinson was nominated and seconded as the chair of the committee. In the absence of other nominations, it was agreed that Cllr Robinson be the chair.

Cllr Robinson took over as chair from this point.

PHI/18-19/1/5 To receive nominations for and to appoint a vice chairman for the committee.

Cllr Dymond was nominated and seconded as the vice-chair of the committee. In the absence of other nominations, it was agreed that Cllr Dymond be the vice-chair.

PHI/18-19/1/6 Public Participation – A period not exceeding 15 minutes for members of the

Chairman's Initials.....
Kidsgrove Town Council

public to ask questions or submit comments.

No public present.

PHI/18-19/1/7

To discuss and agree the purpose and remit of the committee for approval by Full Council.

The following items were raised as items for the remit of the committee:

- Planning Applications
- Strategic Planning
- Local Plan monitoring and preparing answers to consultations
- Neighbourhood Planning and its applicability to Kidsgrove
- Highways matters – to help address problems that residents highlight and don't get addressed. It was noted that these items should be selective to the more serious issues.
- Strategic Infrastructure – considering the future.

PHI/18-19/1/8

To consider and agree draft Terms of Reference for recommendation to Full Council.

The draft Terms of reference were considered, and it was agreed to recommend approval to full council subject to a slight alteration to item (d) in delegated powers that spending of grant money be in line with item (b).

The Terms of Reference are shown in Appendix 1.

PHI/18-19/1/9

To consider any planning applications received or other planning matters that have arisen since the Full Council meeting of the 21st February 2019 and to recommend responses to Full Council.

None received

PHI/18-19/1/10

To discuss and consider Neighbourhood Planning and its potential benefits to the Town Council area.

Neighbourhood Planning was discussed along with the potential advantages and disadvantages. It was agreed that a small working party meet to discuss the ideas further. Those wishing to be part of the working party should contact the Clerk.

Action: The Clerk to arrange a meeting and the item to be ratified by Full Council.

PHI/18-19/1/11

To note any highways matters arising to be considered by the Committee at future meetings.

CLlr Jukes raised some parking issues.

The Clerk informed of some gully problems that she is trying to resolve on the side street behind the Victoria Hall.

It was agreed that asking Highways England to a future meeting would be beneficial to discuss and receive updates on Congleton Rd and any other issues.

It was also agreed to invite Staffordshire County Council to e meeting to discuss various issues including Market Street.

It was further suggested that the Environmental Officer could be invited to attend a future meeting to discuss air quality issues.

Action: The Clerk to arrange the meetings.

PHI/18-19/1/12 Future Agenda Items.

Map of the Town
Noticeboards
Welcome blocks to the town – maintenance
HGVs reversing issues – invite business owner
Parking outside schools.

PHI/18-19/1/13 To agree the date and time of the next meeting.

To be arranged.

The meeting concluded at 20:30

Planning, Highways and Infrastructure Committee Terms of Reference.

1) Introduction

The Planning, Highways and Infrastructure Committee is set up as a standing committee to oversee and manage Planning, Highways and Infrastructure for Kidsgrove Town Council. Unless it has delegated authority, the committee will propose recommendations to Full Council as required.

The Committee was set up by Kidsgrove Town Council at its meeting of 21st February 2019 (minute reference xxx).

The Committee must always abide with the Council's current approved Standing Orders and Financial Regulations.

The membership of the Committee for each Council year and a review of the Terms of Reference will be agreed at each Annual Meeting of the Full Council. Unless otherwise elected at the Annual Meeting of the Council, the chair and vice-chair will be elected at the first meeting of the Committee following the Annual Meeting.

2) Membership

The Committee will consist of at least eight Councillors with a quorum for a meeting being three Councillors. The Mayor and Deputy Mayor will be members ex-officio. Each political group and each ward of the council should be represented whenever possible.

The Committee can only consist of Kidsgrove Town Council Members.

3) Aim and Remit of the Planning, Highways and Infrastructure Committee

a) Planning Aspects

- i) To consider applications forwarded by Newcastle under Lyme Borough Council.
- ii) To monitor the development of the Local Plan and to prepare draft responses to any consultations for approval by Full Council.
- iii) To consider the need for and, if required, to progress the development of a Neighbourhood Plan for Kidsgrove, for approval by Full Council before formal consultation and examination.

b) Infrastructure Aspects

- i) To strategically and holistically plan for Kidsgrove's future, such that proposals can be put to Newcastle-under-Lyme Borough Council (planning aspects) and to Stafford County Council (Highways aspects).
- ii) To contribute to the development of the Kidsgrove five-year plan regarding infrastructure.

c) Highways Aspects.

- i) To identify and manage highways projects in the name of the Town Council, providing update reports to the Full Council (including authorisation for expenditure if required).
- ii) To support and represent Kidsgrove residents to resolve issues that arise within the Kidsgrove Town boundary relating to highways, including pavements and the roadside.

- iii) To work with and support the local police and community speed watch teams to improve road safety.
 - iv) To contribute to the development of the five-year plan regarding highways matters.
 - v) To monitor the budget lines for highways related items and to contribute to budget planning, responding to the F&GP Committee.
 - vi) To consider applications for grants received by the Council which fall under the remit of the committee in line with the council's grant application policy.
 - vii) To pursue potential funding opportunities.
- d) Other
- i) Consultation – To appropriately consult with the electorate using a variety of means for all areas of the Committee's responsibilities.
 - ii) Training - To ensure Members of the Committee receive appropriate and adequate training to provide understanding of Planning and Highways Matters.

4) Delegated Powers of the Committee

The Committee can make decisions only within that allowed in the current versions of approved Standing Orders, Financial Regulations and the powers delegated to it by the Council which are listed below:

- a) To respond to Planning Applications within the Kidsgrove Town Council Boundary on behalf of Kidsgrove Town Council unless the application is called in to Full council by:
 - i) The Chair of the Full Council
 - ii) The Chair of the Planning, Infrastructure and Highways Committee
 - iii) Any four councillors of Kidsgrove Town Council who put it in writing to the Clerk.
 - iv) The Clerk.
- b) To authorise expenditure on behalf of the Council for monies allocated to budget lines within its remit up to the limit contained in the version of the Financial Regulations current at that time.
- c) To authorise grants submitted to the Council up to the limit specified in the current (at the time of the application) version of the grants policy for requests which fall under its remit and in line with item 4(b). (Note – the version of the Grants Policy dated March 2019 only delegates powers to award small grants to the F&GP Committee.)
- d) To be able to apply for funding and grants in the Town Council's name without approval by Full Council although such actions should be reported at the next Full Council meeting although the spending of such funds should be in line with item (b) above.
- e) To be able to set up sub-committees and working groups of the Planning, Highways and infrastructure Committee as required (within the remit of areas of responsibility of the committee) and to set the terms of reference for such groups.

- f) To delegate to the Clerk and other officers, if required, any decision making within its powers to delegate to allow progression of Council business in a timely manner between meetings.

Note that a Council and its Committees CANNOT delegate any decision making to individual councillors or groups of councillors such as a working party.

5) Meetings of the Committee

- a) The Committee should meet at least six times a year. Agreed dates of meetings should be published in the Council's Meeting calendar.
- b) The Clerk of the Council will issue a summons and agenda at least three days before each committee meeting. In the event the Clerk is absent and unable to issue the agenda, the agenda and summons will be issued by the chair.
- c) Each Committee Meeting should be attended by an officer of the Council who will act in an advisory role and who will ensure all business transacted falls within the remit and powers of the committee and who will produce draft minutes of the meeting.
- d) Minutes will be issued in draft form to the following (in the specified order).
 - i) To the Chair for initial comment.
 - ii) After agreement by the chair, to the committee members for comment.
- e) Minutes will be approved at the next meeting of the committee and each page signed by the chair.
- f) The minutes of all the Committee meetings, whether in draft form or approved, will be presented to the next Full Council Meetings and any recommendations made by the Committee or decisions made that the Clerk feels should be ratified by Full Council will be an agenda item of that meeting to obtain Full Council approval.

Approved at the Full Council Meeting dated:

Minute Reference:

Chair:

Clerk: