

Planning, Infrastructure and Highways

Kidsgrove Town Council
Victoria Hall
Liverpool Road
Kidsgrove
Staffordshire
ST7 4EL



Tel: 01782 782254

www.kidsgrovetowncouncil.gov.uk

7th February 2020

To: **Members of the Planning, Infrastructure and Highways Committee**

Dear Councillor,

You are summoned to attend a meeting of Kidsgrove Town Council Planning, Infrastructure and Highways Committee to be held at **7.00pm on Thursday 13th February 2020** (Chairman's Room).

Yours sincerely,

A handwritten signature in black ink that reads 'Sue Davies'.

Sue Davies
Town Clerk

Business to be transacted

1. To receive apologies for absence
2. To note declarations of Members' Interests
3. To receive, confirm and resolve to agree the minutes of the Planning, Infrastructure and Highways Committee meetings held:
 - a. 21st November 2019 (Appendix 1)
 - b. 19th December 2019 (Appendix 2)
 - c. 6th January 2020 (Appendix 3)
4. Public Participation

A period not exceeding 15 minutes for members of the public to ask questions or submit

comments. (No individual to speak for more than 2 minutes without the permission of the chairman).

5. To consider any matters arising from the meeting of the 10th October not considered elsewhere on the agenda.
 - a. Request for visits to speak to the Council by:
 - i. Highways England
 - ii. Staffordshire County Council Highways
 - iii. Environmental officer regarding air quality.
 - b. Update on Woodside Close – poor state of road/footpath 114
 - c. Road adjacent to the Town Hall – potholes – an update
6. To receive the minutes of a meeting held with Staffordshire County Council Highways (appendix 4) to discuss both:
 - a. Speed Watch Signs
 - b. SIDS provisions.To agree any actions arising.
7. Noticeboards: To receive an update and agree any further actions.
8. To receive a request from Cllr M Maxfield for the consideration of joint funding with the Community Rail Partnership regarding an information board at Kidsgrove Railway Station.
9. To receive an update on the CCTV provision.
10. Neighbourhood Plan: To receive an update and to consider and agree any further actions required.
11. Planning Matters
 - a. To consider any planning applications: To be circulated
 - b. To receive updates on existing applications
12. To review the Committee's Terms of reference. (Appendix 5)
13. To note and receive items on other highways matters arising to be considered by the Committee.
14. Chair's or Clerk's Items to raise to the Committee.
15. Future Key Agenda Items:
 - Map of Town
 - Welcome blocks to the town – maintenance
16. To agree the date and time of the next meeting: Thursday 27th February 2019

Planning, Infrastructure and Highways Committee

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Minutes of the Planning, Infrastructure and Highways Committee Meeting held on the Monday, 4th November 2019, 7:00pm, Chairman's Room, Victoria Hall

FPG/18-19/3/1

Present

Cllr J Dodgson (chair), Cllr S Dymond, Cllr Cartwright, Cllr A Cooper, Cllr G Burnett

In attendance: Sue Davies, Town Clerk

Cllr V Jukes attended as a member of the public.

FPG/18-19/3/2

To receive and consider apologies for absence

Apologies were received from Cllr M Stubbs and Cllr K Robinson.

FPG/18-19/3/3

To note declarations of Member's Interests

None declared.

FPG/18-19/3/4

To receive and agree the minutes of the meeting held on the 10th October 2019

The clerk reported that Cllr Amanda Cartwright had been added to the list of those present since circulation of the draft minutes.

The Minutes of the meeting held on the 10th October, with the addition of Cllr Cartwright, were agreed by all present to be an accurate record of the meeting.

FPG/18-19/3/5

Public Participation – A period not exceeding 15 minutes for members of the public to ask questions or submit comments.

No comments made.

To consider any matters arising from the minutes of the meeting of the 10th October not considered elsewhere on the agenda.**a) Request for visits to speak to the Committee:****i) Highways England**

The Clerk reported that an email has been sent but, to date, no response has been received.

ii) Staffordshire County Council Highways

This meeting has not yet been arranged.

iii) Air Quality – Environmental Officer

This meeting has not yet been arranged.

b) Update on Woodside Close – poor state of road/footpath 114.

The Clerk reported that two quotes have been received. In addition, a meeting has been held with a Staffordshire County Council Highways Officer who has advised on the remedy required and who has also obtained a quote from an approved operator of £1200 +VAT to scarify, add twenty tons of road planning and to roll.

The Committee debated the quotes and the situation. The Clerk cautioned to consider precedence and responsibilities.

It was noted that this is an unadopted road and serves several older properties. It was also noted that this is a registered footpath which is well used frequently by locals for movement around the parish, including children travelling to school, and not just by walkers.

It was reported that other exceptional circumstances are that lorries are being sent onto the road by SATNAVS, which is causing more deterioration given the poor state.

It was proposed that the committee make a one-off offer to pay half of the costs if the residents are prepared to match fund.

It was **resolved** that the Council makes the offer to match fund, using the contractor advised by Staffordshire County Council, on condition that it is made clear it's a one-off offer and no that the Town Council are not accepting any future liability for future work which may be required.

Action: The Clerk was asked to write to the residents.

c) Road adjacent to the Town Hall – potholes – an update

The potholes adjacent to the Town Hall were raised and the clerk agreed to pursue the situation.

Action: The Clerk to progress.

d) School Crossing Patrols – To receive an update

The Clerk reported that a meeting has been offered but that this is being held until after the election. It was agreed that the Clerk, Cllr Robinson and Cllr Burnett would attend.

Action: The Clerk to progress.

e) Speed Watch – boundary signs – to receive an update

Cllr Dodgson updated the Committee. The Clerk and Cllr Dodgson agreed to pursue this.

Action: The Clerk and Cllr Dodgson to progress.

f) SIDS – to receive a verbal update

The SIDS progression is on hold, except for the posts that need to be installed at the same time as the border signs. It was noted that a map showing proposed locations needs to be brought to the Committee so that they can be prioritised.

Standing orders were suspended by the chair to allow Cllr Jukes to speak on the matter. Standing Orders when then resumed. The committee did not agree to a request to reallocate further money into the project at this time.

Action: The Clerk to progress.

FPG/18-19/3/7

Noticeboards: To receive a draft report compiled from councillor contributions and to agree any actions.

The following noticeboard locations were noted:

Outside the Town Hall

Talke Pits

Outside and inside Clough Hall Park

Small one on wall of Post Office in Butt Lane

Canal and River Trust in the vicinity of the Railway Station.

It was noted that there are further locations that need to be added.

It was further noted that the ownership and state of each noticeboard needs logging.

When the ones under the Town Council control are identified, access to each will need establishing.

Action: Councillors to forward information to the Clerk.

FPG/18-19/3/8

To receive an updated copy of the 5-year plan and to make any further observations prior to its progression to F & GP.

The committee's five-year plan projects were discussed in detail.

It was noted that a comment was needed that the Council communicate with NULBC on TC7 – car charging points.

It was noted that the CCTV is progressing, and a meeting has been arranged with the borough council and should be noted.

It was agreed that communication with residents of the conservation area be added.

Action: The Clerk to update ready for presentation to Full Council.

FPG/18-19/3/9

Local Plan – To receive correspondence related to the local plan.

Correspondence relating to the revised timing of the Neighbourhood Plan was noted informing of the revised timescale.

FPG/18-19/3/10

Neighbourhood Plan – To consider and agree and further actions required

It was agreed that the display stand that had been proposed for the Christmas Market should be put-off due to the election and purdah.

FPG/18-19/3/11

Other Planning Matters.

- a) To consider any planning applications

Planning applications received were considered. The Committee resolved to respond as detailed in appendix 1.

- b) Other planning matters and to receive updates on existing applications

Cllr Cartwright raised about an application on Coal pit Hit that was passed at the end of 2018. There is an issue of cars parking on the site, which is causing a nuisance, and it isn't certain that this is allowed.

Action: The Clerk to investigate

FPG/18-19/3/12

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

- a) Gully problems behind the Victoria Hall

The gully has been cleared and the Clerk will monitor the situation.

- b) Any other issues raised.

The recent flooding was discussed. It was noted that whilst this was a one-off event, several flooding hotspots were noted.

FPG/18-19/3/13

Chair and Clerk's Items to raise to the Committee

None.

FPG/18-19/3/14

Future Key Agenda Items.

Welcome blocks to the town – maintenance

HGV reversing problem by school

Parking outside schools

FPG/18-19/3/15

To agree the date and time of the next meeting: 19:00, Thursday, 9th December 2019 – It was agreed to move this meeting until after the forthcoming general election. The Clerk was asked to arrange this.

The meeting concluded at: 8:35pm

Planning Applications – PIH – 4th November 2019

19/00849/LBC Miller and Carter

1 internally illuminated fascia sign, 1 set of individual letters and 2 single sided double legged post mounted signs with internal illumination.

Resolved: No Comment

19/00831/FUL 71, Willowcroft Way, HARRISEAHEAD

Two storey side and single storey rear extension

Resolved: No Comment

19/00828/FUL 8, Hillary Road

Conversion of the existing garage to provide access to a ground floor level access shower room.

Resolved: No Comment

19/00843/TCA Land adj to Trent and Mersey Canal

Works to Various Trees

Resolved: No Comment

19/00822/FUL Promenade Garage High Street

Retention of new roof and refurbishment of existing two-bay garage

Resolved: No Comment

14/00767/FUL The Woodshutts Inn

Application for approval of boundary treatments as required by condition 6 of planning permission

16/00326/FUL - Variation of condition 15 (odour abatement system) of planning permission

14/00767/FUL - The construction of 22 affordable dwellings

Resolved: No Comment

19/00804/FUL St John the Evangelist

Construction of new two storey teaching block to move existing pupil provision from other site in Kidsgrove, along with associated new playground/net ball space, additional and revised car parking provision and access arrangements, new fencing and landscaping.

Resolved: No Comment

19/00802/FUL Linley Hall, Linley Road, Talke

Renovation and extension of leisure facility outbuilding

Resolved: No Comment

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Minutes of the Planning, Infrastructure and Highways Committee Meeting held on the Monday, 19th December 2019, 6:30 pm, Chairman's Room, Victoria Hall

FPG/18-19/3/16 Present

CLlr M Stubbs (chair), CLlr J Dodgson CLlr K Robinson, CLlr S Dymond, CLlr Cartwright, CLlr A Cooper, CLlr P Waring (arrived at 6:40pm)
In attendance: Sue Davies, Town Clerk
CLlr V Jukes attended as a member of the public.

FPG/18-19/3/17 To receive and consider apologies for absence

Apologies were received from CLlr Cartwright and CLlr G Burnett.

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

None declared.

FPG/18-19/3/19 Public Participation – A period not exceeding 15 minutes for members of the public to ask questions or submit comments.

No comments made.

FPG/18-19/3/20 Town Fund: To receive correspondence related to the Town Deal and to agree any necessary actions and Town Council representation.

The committee **resolved** that CLlr Kyle Robinson be the Town Council representative for the Town Deal Committee – (to be ratified at Full Council). CLlr Dodgson was named as the stand-in.

FPG/18-19/3/21

Planning Matters.

- a) To consider any planning applications

The following application was considered:

19/00919/FUL Robert Coates Plant Sales Ltd, West Avenue, Kidsgrove, ST7 1TR

Removal of Condition 12 of planning application 18/00486/FUL (limitation of delivery times) to allow deliveries between 0300 and 0400 hrs.

It was reported that the nearby residents are not happy and are very concerned that there will be too much disturbance to their sleep.

The committee **resolved** to object to the application. (See appendix 1)

19/00495/FUL Harriseahead Methodist Church, Chapel Lane, Harriseahead

It was resolved to resubmit the comment that the Council is concerned regarding the fate of the artefacts in the building.

- b) To receive updates on existing applications

No updates to report.

Matters to be considered with the Press and Public Excluded:

FPG/18-19/3/22

Exclusion of press and public: To resolve under 1960 (Admission to meetings) Act to exclude the press and public due to the confidential nature of the business to be discussed.

The Committee **resolved** to move into Part 2.

FPG/18-19/3/23

To receive an update on a meeting with NULBC Planning attended by Cllr Cooper and the Clerk. To agree any actions.

The Committee agreed to consider the issues raised at a further meeting to be held on the 6th January 2020.

FPG/18-19/3/24

To agree the date and time of the next meeting: 19:00, Monday, 27th January 2020.

Appendix 2

Kidsgrove Town Council
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20th December 2019

**19/00919/FUL Robert Coates Plant Sales Ltd, West Avenue, Kidsgrove, ST7 1TR
Removal of Condition 12 of planning application 18/00486/FUL (limitation of delivery times) to
allow deliveries between 0300 and 0400 hrs.**

The Committee resolved to object to the application.

The Committee feels that deliveries arriving and heavy plant between 3.00am and 4:00am in the morning will be disruptive and detrimental to the quality of life for nearby residents.

A handwritten signature in black ink that reads 'Sue Davies'.

Sue Davies, Town Clerk

Planning, Infrastructure and Highways Committee

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Minutes of the Planning, Infrastructure and Highways Committee Meeting held on the Monday, 6th January 2020, 6:30 pm, Chairman's Room, Victoria Hall

FPG/18-19/3/25 Present

CLLr M Stubbs (chair), CLLr K Robinson, CLLr S Dymond, CLLr Cartwright, CLLr A Cooper, CLLr G Burnett, CLLr P Waring
In attendance: Sue Davies, Town Clerk

FPG/18-19/3/26 To receive and consider apologies for absence

Apologies were received from CLLr J Dodgson.

FPG/18-19/3/27 To note declarations of Member's Interests

None declared.

FPG/18-19/3/28 Public Participation – A period not exceeding 15 minutes for members of the public to ask questions or submit comments.

No comments made.

FPG/18-19/3/29 Planning Matters.

a) To consider any planning applications

The following application was considered:

**19/01021/FUL Store garages 1 and 2 Station Road, Newchapel
Change of use of land to use as a residential caravan site.**

The committee **resolved** to object to the application. (See appendix 1).

b) To receive updates on existing applications

No updates received.

Matters to be considered with the Press and Public Excluded:

FPG/18-19/3/30 Exclusion of press and public: To resolve under 1960 (Admission to meetings) Act to exclude the press and public due to the confidential nature of the business to be discussed.

The Committee resolved to move into Part 2.

FPG/18-19/3/31 To receive an update on a meeting with NULBC Planning attended by Cllr Cooper and the Clerk. To agree any actions.

The Committee agreed to consider feedback to NULBC following on from a meeting held on 16th December and attended by the Clerk and Cllr Cooper.

FPG/18-19/3/32 To agree the date and time of the next meeting: 19:00, Monday, 27th January 2020.

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Appendix 3

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7th January 2020

19/01021/FUL Store Garages 1 and 2 Station Road, Newchapel, Stoke-on-Trent, ST7 4QS Change of use of land to use as a residential caravan park.

Kidsgrove Town Council, Planning, Infrastructure and Highways (PIH) Committee considered this application and have the following comments to make:

- It was felt the development represents incursion into the Greenbelt. The application doesn't seem to fit the criteria for exceptions listed in the NPPF.
- It is difficult to see how, if this were to be passed, that further development could be contained if more applications were to follow.
- There is a lack of visibility leaving the site. The point of exit is very close to a junction.

Kidsgrove Town Council PIH Committee resolved to object to the application.

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Meeting with Staffordshire County Council Highways

22nd January 2020 – 10:30am – Kidsgrove Town Council, Chairman’s Room

Attendees: D Greatbatch (SCC), R Steele (SCC), Cllr A Cooper (KTC), Cllr V Jukes (KTC), S Davies (Clerk, KTC)

The meeting was called to discuss two issues:

1. To discuss the border signs that the Town Council has budgeted for to assist the Community Speed Watch initiatives in the parish.
2. To discuss the Town Council plans to provide Speed Indicator Devices (SID) provision in the parish as proposed in the budget and five-year plan.

Appendix 1 – Notes of the meeting provided by D Greatbach were provided and these are very comprehensive.

Summary:

1. The Town Council PIH Committee can progress Speed watch signs at sites that are already approved and don’t currently have a permanent sign.
2. The Talke and Butt Lane Speed Watch Group needs to progress its registration through Safer Roads Staffordshire. Sites need to be identified to apply for risk assessment to allow the trained volunteers to operate. Once these sites are approved, the town Council can progress permissions (with SCC) and progression of the purchase of fixed Community Speed Watch signs.
3. The Town Council PIH Committee needs to consider and map desired locations for SID poles for consideration by SCC. The PIH Committee should heed SCC preference for a minimal number or carefully chosen sites and rotation of a device.
4. All correspondence on matters relating to Town Council business on the matter should be through the office.

Appendix 4

Hi Sue

I hope the meeting was useful – I certainly found it good to enable Rob and myself to discuss the issues with you, Councillor Cooper and Vic and in particular because I think collectively we were able to understand what the current situation was and how to progress.

To assist, although I was not taking extensive notes, I am hoping the following bullet points clarify what I believe are the key messages/decisions that were made during the discussions.

- The use of CSW signs as boundary signs is not possible. There may well be times where the location of a CSW site and the associated signs are at the boundary, but this is purely because of the CSW site. Without a suitable, approved site the CSW signs cannot be installed and this definitely applies to installation on the boundary. I think the best way to understand this is to remember that the fixed CSW signs are to replace the A board type of sign that would normally be used when the CSW were at a location.
- I think it is important to understand that the CSW sites should be at locations of concern and that the aim is to change driver behaviour in that area. The signs help to reinforce that this location may be monitored at any time and therefore potentially change drivers' speeds through the area. Therefore, as the A board signs would have (or will be if still used), the CSW signs need to be reasonably close to the monitoring location. This also ensures the drivers do not lose awareness of the CSW location which may occur if they drive too far before any CSW would be present. This principle applies to all signs although for some there will be criteria which dictates distances of installation from the hazard or point of interest.
- Although Rob has looked at a number of locations before any further progress can be made on new CSW locations they need to have been risk assessed and entered on the formal listing which the CSW Team hold – as per the list which covered the Newchapel CSW locations and was photocopied during the meeting.
- Where there are locations already on the list mentioned above, and which have therefore been assessed and approved, which do not have a CSW sign these can be considered.
- As confirmed during the meeting Rob will only progress anything put forward by the Town Council via an email from yourself whether it includes relevant minutes from a Town Council meeting or not. As the authority funding the work, I think it is only appropriate to receive instructions directly (and only) from that authority.

On a general note, and as we discussed, with regards to SIDs I think the Town Council should consider the following:

- The locations of Speed Indicator Devices (SIDs) should be minimised to ensure they are deployed at those locations which are most important for the area
- Rotation of them should be such that there is a good gap between use at any given location.
- Tied in with both of the previous comments is that overuse of SIDs can reduce their effectiveness – if they become more of a fixture regular user through the location will start to not see them, diminishing their impact

Appendix 4

- The use of CSW and SIDs at a location can occur although they should complement each other. Whether to have both deployed at the same time is a local decision and there may be times when this is considered appropriate and necessary.
- Initial purchase of a single unit was a good suggestion, in particular if the Town Council is going to start with a limited number of locations and concentrate on the more important areas. As mentioned, if more units are subsequently purchased having them spaced apart may help with future replacement.

Although by no means extensive I trust the above summarises some of the more important points discussed and is of assistance.

Many Thanks

David

David Greatbatch

Strategic Community Infrastructure Manager
Newcastle and Staffordshire Moorlands
Staffordshire County Council

Kidsgrove Town Council

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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.

Appendix 5

- 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:

Appendix 5

- 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).

Appendix 5

- 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:

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