

Planning, Infrastructure and Highways

Kidsgrove Town Council
Victoria Hall
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Kidsgrove
Staffordshire
ST7 4EL



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24th March 2021

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 7:30pm on **Monday, 29th March 2021** (Zoom).

Join Zoom Meeting

<https://zoom.us/j/97642495948?pwd=YjR6Sk8xdVJ2WE40Z0tnQTN4dG43QT09>

Meeting ID: 976 4249 5948

Passcode: 783618

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 on 17th December 2020. (Circulated and available on the website.)
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. Matters Arising: (Updates only)
6. To review the committee's terms of reference and to agree any changes to recommend to Full Council. (Appendix 1)
7. To note the provision of signs for Community Speed Watch is still on hold during lockdown but to receive any updates.
8. SIDS: To note provision of SIDS is still on hold until after lockdown when the evaluation of locations can be completed. Councillors are reminded to submit their suggestions for locations to the Clerk. To agree any further actions and to consider the process for site identification.
9. CCTV provision: To receive a verbal update report from the Clerk.
10. Neighbourhood Plan: To note a meeting is to be held on the 30th March to review the questionnaire.
11. Planning Matters
 - a. Pre-Planning Application Consultation – Proposed Installation of telecoms apparatus at Bathpool Park Playing Field 1 GF, Land at Bathpool Playing Field, Clough Hall Rd, Kidsgrove, Stoke-on-Trent, ST7 1AS (E 383843 N 353266) (Already circulated)
 - b. To consider any planning applications: (Circulated as received but a summary list will be provided prior to the meeting.)
 - c. To receive updates on existing applications.
12. Five-year plan and three-year budget – To review the committee's plans.
13. To receive any highways items or reports from members.
14. Chair's or Clerk's Items to raise to the Committee.
15. Future Key Agenda Items to be raised.
16. To agree the date and time of the next meeting: Monday 29th March 2021.

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 first set up by Kidsgrove Town Council at its meeting of 21st February 2019.

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. The chair and vice-chair will be elected at the Annual Meeting of the Council unless the Council resolves at the Annual Meeting to delegate this to the first meeting of the Committee in the Civic year.

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.

2) 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 oversee the Neighbourhood Plan Steering Group and to manage the Neighbourhood Planning Process up on the proviso that updates are provided to each Full Council meeting and subject to approval of the produced draft plan by Full Council.

b) Infrastructure Aspects

- i) To plan for Kidsgrove strategically and holistically, such that proposals can be put to Newcastle-under-Lyme Borough Council (planning aspects) and to Stafford County Council (Highway's aspects).

Appendix 1

Terms of reference

- 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 consider and respond to any consultations regarding highways or infrastructure on behalf of the Council.
 - iv) To work with and support the local police and community speed watch teams to improve road safety.
 - v) To contribute to the development of the five-year plan regarding highways matters.
 - vi) To monitor the budget lines for highways related items and to contribute to budget planning, responding to the F&GP Committee.
 - vii) 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.
 - viii) 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.

3) 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.

Appendix 1

Terms of reference

- iv) The Clerk.
- b) To respond to Highway and Infrastructure consultations on behalf of the Town Council unless the consultation 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.
- c) 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.
- d) 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.)
- e) 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 (c) above.
- f) 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.
- g) 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.

4) Meetings of the Committee

- a) The Committee should meet at least six times a year unless not practically possible. 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 but will strive to allow councillors five days, including a weekend, whenever this is practically possible. In the event the Clerk is absent and unable to issue the agenda, the agenda and summons will be issued by the chair.

Appendix 1

Terms of reference

- 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 within one week. (If a committee member acted as minute taker due to an officer not being present, the Clerk should be forwarded the draft minutes at the same time as the Chair to verify that decisions were in accordance with the Committee's powers, the Council's regulations and with legislation.)
 - ii) After agreement by the chair, to the committee members for comment within two weeks of the meeting.
- 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 doesn't feel falls into the agreed delegation to the committee will be an agenda item of that meeting to obtain Full Council approval.

Approved at the Full Council Meeting dated:

Minute Reference:

Chair:

Clerk: