

# WEST BLETCHLEY COUNCIL

## TERMS OF REFERENCE FOR COMMITTEES (Revised June 2018)

### **PLANNING & ENVIRONMENT COMMITTEE**

- To contribute towards the development and implementation of the Council's Policies, strategies and business plans.
- To consider and comment on all planning matters and determine the Council's view in respect of all planning applications.
- To consider and comment on all Highways matters and contribute towards improving the local transport infrastructure.
- To consider and comment on all environmental matters and work in partnership with other Councils, agencies and groups to secure improvements in the physical environment.
- To oversee the management and maintenance of outdoor leisure facilities in which the Council has a designated interest including Allotments, Public Gardens and Open Space.
- To ensure that agreed standards of provision and maintenance are met in respect of the Council's street furniture and fittings including litter and dog bins, seats and ascot rail fencing.
- To prepare and submit to Finance and General Purposes Committee annual estimates and proposed fees and charges.

### **COMMUNITY COMMITTEE**

- To contribute towards the development and implementation of the Council's Policies, strategies and business plans.
- To develop ways of increasing public participation in Council decision making.
- To work in partnership with other Councils, agencies and groups to encourage and secure an improved level of community engagement and develop initiatives which support the economic and social regeneration of West Bletchley.
- To consider all matters relating to Community Safety and contribute towards initiatives which reduce crime and antisocial behaviour.
- To consider any matters relating to the education, health and well being of the Community.
- To oversee the management of an approval annual programme of community events.
- To consider and award, within an overall budget approved by the Council, financial grants to local voluntary organisations.
- To prepare and submit to Finance and General Purposes Committee annual estimates and proposed fees and charges.

### **FINANCE & GENERAL PURPOSES COMMITTEE**

- To contribute towards the development and implementation of the Council's Policies, strategies and business plans.
- To oversee the management of the Council's finances and assemble and submit to the Council annual estimates of income and expenditure in accordance with Council policy and the agreed financial plan.
- To oversee the Council's Corporate Governance arrangements.
- To oversee the Council's Risk Management procedures and insurance arrangements.
- To consider and oversee all matters relating to the employment and management of staff.
- To oversee the management of the Council's premises.
- To consider any other matter falling outside of the remit of the Council's other standing committees.

### **PARKING SUB COMMITTEE (Approved November 2019)**

- That the Sub Committee be established to consider all matters relating to parking within the parish, in accordance with agreed Council policy.
- That the Sub Committee be comprised of appointed Members of West Bletchley Council and the following representatives who will attend the meeting in a non-voting capacity:
  - o One representative of the West Bletchley Community Forum
  - o One representative of Bletchley Park Area Residents Association
  - o MKC Ward Councillors for Bletchley Park and Bletchley West.
- That officers of MKC and TVP be invited to attend meetings in an advisory capacity.
- That the Sub Committee report directly to Full Council.
- That the Sub Committee be permitted to agree items of expenditure from appropriate Council budgets, subject to such expenditure being authorised by the Council's Clerk in consultation with the Chairs of the Council and Sub Committee.
- That the composition and role of the Sub Committee be reviewed at the Annual Meeting of the Council.
- That the Chair of the Sub Committee be elected by the Members at the Annual Meeting of the Council.

### **SALDEN CHASE SUB COMMITTEE (Approved August 2016)**

- That the Sub Committee be established to work with residents and respond to the proposals for development on part of the land formerly referred to as Salden Chase and any relevant adjoining areas.
- That the Sub Committee be comprised of appointed Members of West Bletchley Council and one representative from each of the following organisations who will attend the meeting in a non voting capacity:
  - o Bletchley Park Area Residents Association
  - o Bletchley and Fenny Stratford Town Council
  - o Newton Longville Parish Council
  - o Shenley Brook End and Tattenhoe Parish Council
- That the Group meet purely as a Council Sub Committee.
- That the Sub Committee shall report to the Full Council, and have an automatic item on the Council Agenda.
- That the Sub Committee shall be charged with arranging regular meetings at a suitable venue with the general public ensuring maximum publicity for such meetings.
- That at such meetings, the Sub Committee has a full dialogue with the public, and takes on board any representations made.
- That the Sub Committee be permitted to agree items of expenditure from the Council's Protection of Open Spaces budget, subject to such expenditure being authorised by the Council's Clerk in consultation with the Chairs of the Council and Sub Committee.
- That the composition and role of the Sub Committee be reviewed at the Annual Meeting of the Council.
- That the Chair of the Sub Committee be elected by the members at the Annual Meeting of the Council.