



Amenities & Properties Committee **Terms of Reference**

1. Committee

The Amenities & Properties Committee is constituted as a Standing Committee of Stalham Town Council.

2. Members

Six Councillors appointed annually at the Annual Meeting of the Town Council as voting members to include the Chairman, Vice Chairman and four other Members. The quorum of the Committee shall be three Members.

3. Voting

Only those appointed may vote at a meeting. In the case of an equal vote the Chairman of the Committee shall have a second or casting vote.

4. Interests

If a Member has a personal interest as defined by the Code of Conduct adopted by the Town Council then they shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.

N.B. If a Member who has declared an interest then considers the interest to be prejudicial, they must withdraw from the room during consideration of the agenda item to which the interest relates

5. Chairman and Vice-Chairman

The Chairman and Vice Chairman are to be elected annually by the Committee at their first Meeting.

6. Meetings

The Committee will meet as per the calendared dates set in September each year, with a minimum of 3 working days' notice given.

7. Terms Of Reference

To review the Terms of Reference of the Amenities & Properties Committee the Annual Meeting of the Council and when necessary, the committee to make appropriate recommendations to Full Council.

8. **Responsibilities**

The Amenities & Properties Committee has the delegated authority from Stalham Town Council:

1. To make representations to the Local Planning Authority on applications for planning permission which have been notified to the Council.
2. To make representations in respect of appeals against the refusal of planning permission.
3. To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.
4. To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure.
5. To deal with any other planning related matter that a meeting of the Full Council considers appropriate to be referred to the Planning Committee.

The Amenities & Properties Committee will also oversee and advise the Council on all matters relating to the upkeep of open spaces and provision of local amenities by:

1. Managing and monitoring any work performed by contractors.
2. Inspecting and maintaining equipment in the play equipment in accordance with recognised health and safety standards and other legislation.
3. Ensuring that open spaces and all other Council land is maintained in good order and kept free of litter, rubbish, or other obstructions-
4. Responsibility for allotment, the Staithe, Town Hall, burial grounds and cemetery..
5. Managing the maintenance of Council owned bus shelters, benches and other street furniture including their cleanliness and structural soundness.
6. Providing and maintaining street litter and dog waste bins if not provided by NNDC
7. Ensuring that other public and community bodies concerned with local amenities perform their services in accordance with the needs of the community.
8. Maintaining Council owned streetlights.
9. The Committee shall have a remit to commit/spend up to £1000 of expenditure. Any amount over that value will be reported to the Full Council meeting for their approval.

9. Planning Applications

Planning applications shall be displayed at the Amenities & Properties meetings in order for Members and the Public to view.

In cases where a planning application deadline is before a Full Council's Meeting or scheduled Amenities & Properties Meeting then the Council's Planning Protocol shall be adhered to.

The Planning Committee has an obligation to ensure that any comments received, prior to the meeting, from any relevant parties, applicants, and objectors, for planning applications (not including enforcement notices) are considered at the meeting.

10. Responses

The Clerk will communicate to the Local Planning Authority the Committee's decision in respect of applications considered.

Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing.

Wherever possible, a member of the Planning Committee is to be nominated to attend Planning Authority's meeting, as necessary.

All correspondence should be conducted through the Clerk.

11. Meeting Duration

The Amenities & Properties Meeting shall be for a maximum of 3 hours, with any unfinished business being taken at the beginning of the next Full Council Meeting. In exceptional circumstances the meeting may be extended with a vote taken by Members.

12. Minutes

All Minutes shall be open for inspection by any Member of the Town Council or Public.

All planning applications, the responses and eventual results shall be noted in the minutes.

13. Reporting to Council

The Chair of the Amenities & Properties Committee must report to Full Council in respect of those activities at meetings in order that progress may be noted and decisions ratified.

14. Admission Of The Public And Press

The Public and Press may be admitted to all meetings. If required, they may be temporarily excluded by means of a special resolution as follows: "In accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public be excluded from the meeting during consideration of

these items due to the confidential nature of this item”.