

## **SHEPTON MALLET TOWN COUNCIL**

Meeting	Full Council, Item 9.13
Date	8 <sup>th</sup> September 2020
Author	Town Clerk
Subject	Creation of a new Committee and amendments to the Terms of Reference of the Open Spaces Committee and the Town Development and Planning Committee

### **1.0 PURPOSE OF REPORT**

- 1.1 To receive a recommendation from the Open Spaces Committee that a new committee is created and to consider its Terms of Reference.
- 1.2 To receive a recommendation from the Open Spaces Committee that it amends its existing Terms of Reference
- 1.2 To receive a recommendation from the Town Development and Planning Committee that some amendments are made to its Terms of Reference.

### **2.0 BACKGROUND INFORMATION**

- 2.1 The Town Council recently adopted a Town Plan, and having employed the Project Officer, work has begun to deliver some of the legacy projects of this council, as well as engaging with the community to further some of the objectives on the town plan. At the same town the town sadly saw the closure of the Tourist Information officer, and the pandemic saw the need to reach to the community and offer some support. It has been a very busy time and many of the projects that are emerging are based about people, promotion and engagement.
- 2.2 As a consequence of this there seems to be disproportionate amount of work that is aimed at the current Open Spaces Committee and therefore a proposal has been considered and supported that the remit of the current Open Spaces committee be amended and that a new committee be created as follows:
  - a. For a new committee, called People and Promotion (name to be confirmed at first meeting), made up of 8 councillors, to meet 6 times a year. For the Chairman to be elected at the first meeting. At the first meeting for the committee to agree its Terms of Reference
  - b. For the first meeting to be held on Tuesday 27<sup>th</sup> October and dates to be confirmed after this date
  - c. For this new committee to concentrate on such matters as tourism, community engagement and development, events across town, youth activities, flag days and awareness weeks, markets and festivals, business awards and civic awards.
  - d. For this new committee to pick up the appropriate budget headings from the current Open Spaces Committee that focus on events and some of the

town improvements budget, but from 1<sup>st</sup> April 2021 to be given its own allocation, which would be determined by the work undertaken by the project officer at budget setting time

e. For the existing Open Spaces committee to be renamed Place Making and Environment, or Assets and Environment (or similar), to have its membership reduced to 6 councillors and to meet 4 times a year.

f. To amend the Terms of Reference of this committee to focus on infrastructure and its upkeep: bins, signage, notice boards, cleanliness, skate park, BMX, CCTV, festive lights, market place resurfacing, allotments and include ecology and environmental matters. This will include adding some objectives from the Town Plan, and removing some items that are currently in the TORs.

2.3 The Town Development and Planning Committee also considered its Terms of Reference and would like to make the following amendments:

a. To integrate the emerging Neighbourhood Plan into local planning policy to ensure that developers are aware of local concerns, influences and desired outcomes when planning for growth

b. To undertake a review of car parking, and public car parks to ensure that the locals concerns are addressed as well as ensuring that visitors have easy access at affordable prices.

c. To work with the strategic highways authority and others to ensure that the town is well connected to other towns and to transport hubs that connect further afield

d. To work with neighbouring settlements to explore the opportunities for partnership working, to ensure that developments add community and economic value

e. To work with partners to ensure that the beautiful and rural environment is protected against development and damage and that there are many opportunities to access the countryside

f. To comment on national and regional consultations that are linked to the planning process

g. To refer these comments to full council or Policy and Resources Committee as appropriate

### **3.0 FINANCIAL IMPLICATIONS**

3.1 Budget responsibilities that are currently in the Open Spaces budget might transfer to the new committee, but there are no direct financial implications to this change.

#### **4.0 ENVIRONMENTAL IMPLICATIONS**

- 4.1 There are no direct environmental implications, but environmental matters will feature more heavily in the decisions that the council makes and will be referenced in every project that council and committees discuss.

#### **5.0 TOWN PLAN OBJECTIVES**

Transparency and Honesty	Provide strong, clear and consistent leadership from councillors and officers and operate within legislation, regulation, ethical guidelines and best practice
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#### **6.0 RECOMMENDATIONS**

- 6.1 For Councillors to consider the amendment to the committee structure
- 6.2 To agree if a new committee entitled People and Promotion is created
- 6.3 To delegate authority to the Town Clerk to draft appropriate terms of reference for consideration at its first meeting
- 6.4 To amend the title of the current Open Spaces Committee to Place Making and Environment (or similar)
- 6.5 To agree to the amended terms of reference for the Open Spaces Committee
- 6.6 To agree to the amended terms of reference for the Town Development and Planning Committee
- 6.7 To delegate authority to the Town Clerk to amend Standing Orders to capture the above amendments