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| Committee | Date: |
| Planning and Transportation Committee | 12 May 2015 |
| Subject: Appointment of Sub Committees | Public |
| Report of: Town Clerk | For Decision |

Summary

1. This annual report sets out the composition and membership of your Committee's two existing Sub Committees and its Working Party. You are asked to consider any changes and approve their terms of reference. You are also asked to decide whether you would like to appoint a general Reference Sub Committee, which in the past you have chosen to refrain from doing unless it becomes necessary.
2. It would be helpful if Members interested in serving on or standing down from the Sub Committees would inform Katie Odling at katie.odling@cityoflondon.gov.uk (or on 020 7332 3414) of their interest before the Committee by Friday, 8th May. Those details will be reported orally at the meeting on 12 May 2015 before Members are asked to consider making the necessary appointments.

Recommendations

That,

- a) the Committee appoints the Streets and Walkways Sub Committee for the ensuing year and approves its terms of reference detailed at Appendix A to this report;
- b) the Committee decides whether to defer the appointment of a general Reference Sub Committee until it is required;
- c) the Committee appoints for the ensuing Local Plan Sub Committee and the Local Plan Working Party that consider the Local Development Framework and Local Implementation Plan, the membership of which is to be the same.

Main Report

Background

1. This report seeks your approval of the annual appointment of your Sub Committees and the approval of their Terms of Reference.
2. Your Committee has, for some years, chosen not to appoint a Reference Sub Committee, but has appointed an active Streets and Walkways Sub Committee and a Local Plan Sub Committee, the latter of which also considers the Local Implementation Plan, when required. You have also regularly appointed a Working Party linked to the Local Plan Sub Committee.

Streets and Walkways Sub Committee

3. The Sub Committee was originally formed in 2004 and has acted fairly independently of the Grand Committee since then. The Terms of Reference have always included

responsibility for such things as traffic engineering and management, street scene enhancements, the Riverside Walkway, and road safety matters.

4. Your Committee is therefore asked to consider this Sub Committees Terms of Reference as set out at **Appendix A** to this report.
5. It should be noted that the Sub Committee continues to have power to act in those matters, in order to avoid potentially delaying projects by requiring the Grand Committee's approval as well, when they often involve tight timescales to complete them or use external funding.
6. The Streets and Walkways Sub Committee comprises –
 - a) The Chairman and Deputy Chairman of the Grand Committee along with seven other Members;
 - b) Together with three *ex-officio* Members representing the Finance, Police and Open Spaces, City Gardens and West Ham Park Committees.
7. The 2014/15 Membership comprised the following Members –

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| Deputy Michael Welbank (Chairman, Grand Committee) |
| Oliver Lodge (Deputy Chairman, Grand Committee) |
| Randall Anderson |
| Alex Bain-Stewart |
| Deputy John Barker (ex-officio, Finance Committee) |
| The Rev Dr Martin Dudley |
| Marianne Fredericks |
| Alderman Alison Gowman (ex-officio, Police Committee) |
| Brian Harris |
| Sylvia Moys |
| Graham Packham |
| Jeremy Simons (ex-officio, Open Spaces) |

5. Expressions of interest are sought for **seven Members of the Committee** who wish to serve on this Sub Committee.
6. The Sub Committee meets monthly on a Monday and has met eight times since it was last appointed in May 2014.

Chairman and Deputy Chairman of the Sub Committee

7. The Sub Committee elects its own Chairman and Deputy Chairman at its first meeting following the first meeting of the new Grand Committee which in this case will be 18 May 2015.
8. **The Committee is therefore requested to agree the membership and the Terms of Reference of the Streets and Walkways Sub Committee for the ensuing year, (at Appendix A), with power to act.**

Reference Sub Committee

9. The Committee has not appointed a general Reference Sub Committee for the last twelve years, nor has one been required, so you may once again decide to refrain from doing so until the Reference Sub Committee is required to meet to consider a particular issue that the Grand Committee has referred to it.

10. **You are asked to decide whether you would like to refrain once again from appointing a general Reference Sub Committee until it is required.**

Local Plan Sub Committee

11. The Committee first appointed in October 2004 a Sub Committee with the specific task of considering the Local Development Framework (LDF), which replaced the Unitary Development Plan as the spatial planning strategy for the City. You later agreed that this Sub Committee would be suitable for considering details of the traffic-related Local Implementation Plan (LIP) as well. Its Terms of Reference are simply to consider those types of documents in detail and make recommendations to the Grand Committee.
12. The 2014/15 Membership comprised the following Members –

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| Deputy Michael Welbank (Chairman of the Grand Committee) |
| Oliver Lodge (Deputy Chairman of the Grand Committee) |
| Randall Anderson |
| Marianne Fredericks |
| Sylvia Moys |
| The Reverend Dr Martin Dudley |
| Graham Packham |
| Stuart Fraser (ex-officio, Policy and Resources Committee) |

13. Expressions of interest are sought for **five Members of the Committee** who wish to serve on this Sub Committee, together with an *ex-officio* Member appointed by the Policy and Resources Committee.
14. The Committee also agreed in September 2005 to appoint a Working Party to consider the LDF in more detail, when necessary. Those meetings usually take place in tandem with those of the existing Sub Committee, and they share the same membership, except the Working Party also includes two officers: the Town Clerk or his representative and the Director of the Built Environment or his representative.
15. This Sub Committee and Working Party meet when necessary to progress the Local Plan or LIP. The Sub Committee has not been required to meeting in 2014/2015. Although the meetings can be long, membership of the Sub Committee presents the opportunity to be involved in the early stages of deciding the many policies upon which the City's entire planning strategy is based.
16. The Committee is requested to agree for the ensuing year the membership of the Sub Committee that considers the City's Local Plan and Local Implementation Plan, which will be the same for the Working Party.

Conclusion

17. The Committee is asked to make appointments to and approve the membership and Terms of Reference of its Sub Committees and Working Party.
18. Any Member who is interested in being appointed to one of these Sub Committees is asked to make his/her intention known when we reach this item on the agenda. However as mentioned earlier in the report, it would also be particularly helpful if you

would notify Katie Odling of the Town Clerk's Department of your interest in the week before the meeting.

Appendices

- Appendix 1 – Terms of Reference – Streets and Walkways Sub Committee

Background Papers

Minutes and report on appointments, May 2014

Katie Odling

Town Clerk's Department

T: 020 7332 3414

E: katie.odling@cityoflondon.gov.uk]

Streets and Walkways Sub Committee – Terms of Reference

The Sub Committee is responsible for:-

- (a) traffic engineering and management, maintenance of the City's streets, and the agreement of schemes affecting the City's Highways and Walkways (such as street scene enhancement, traffic schemes, pedestrian facilities, special events on the public highway and authorising Traffic Orders) in accordance with the policies and strategies of the Grand Committee;
- (b) all general matters relating to road safety;
- (c) the provision, maintenance and repair of bridges, subways and footbridges, other than the five City river bridges;
- (d) public lighting, including street lighting;
- (e) day-to-day administration of the Grand Committee's car parks
- (f) all matters relating to the Riverside Walkway, except for adjacent open spaces; and
- (g) to be responsible for advising the Grand Committee on:-
 - (i) progress in implementing the Grand Committee's plans, policies and strategies relating to the City's Highways and Walkways; and
 - (ii) the design of and strategy for providing signposts in the City
- (h) Those matters of significance will be referred to the Grand Committee to seek concurrence.