

Committee(s): Planning and Transportation Committee	Date: 8 September 2020
Subject: Appointment of Sub Committees	Public
Report of: Town Clerk	For Decision
Report author: Gemma Stokley	

Summary

1. The purpose of this report is to ask Members to consider the appointment of the Committee's Sub-committees and working party, and to approve their respective compositions and terms of reference.
2. The Planning and Transportation Committee appoints two sub-committees and one working party as follows:-
 - Streets and Walkways Sub Committee
 - Local Plan Sub Committee
 - Local Plan Working Party (membership to be the same as the Local Plan Sub Committee.)
3. For ease, details of the composition and terms of reference of the Sub-committees and working party are set out in full in Appendix A.

Recommendation(s)

4. It is recommended 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; and
 - b) The Committee appoints the Local Plans Sub Committee and the Local Plans Working Party for the ensuing year and approves the terms of reference detailed at Appendix A to this report.

Main Report

Background

5. This report considers the appointment, terms of reference and composition of the Planning and Transportation Committee's sub-committees and working party.
6. Each of the Committee's proposed sub-committees and working party are considered in turn below. Details of their terms of reference and proposed composition are set out in Appendix A of this report.

Streets and Walkways Sub-Committee

7. 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.
8. 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 in terms of completion or use external funding.
9. Expressions of interest are sought from **seven Members of the Planning and Transportation Committee** who wish to serve on this Sub Committee.
10. The Sub Committee meets every 5-6 weeks on and has met seven times since it was last appointed in April 2019.

Chairman and Deputy Chairman of the Sub Committee

11. 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 on 14 September 2020.
12. 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.

Local Plan Sub-Committee

13. The Committee first appointed a Sub Committee in October 2004 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. It was later agreed that this Sub Committee would also 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.

14. Expressions of interest are sought from **five Members of the Committee** who wish to serve on this Sub Committee.
15. 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.
16. This Sub Committee and Working Party meet when necessary to progress the Local Plan or LIP. The Sub Committee has met twice since it was last appointed in April 2019. 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.
17. 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.

Appendices

Appendix A – composition and terms of reference of the Planning and Transportation Committee's sub-committees and working party.

Background Papers:

Appointment of Sub Committees, Working Parties and Representatives on Other Committees – Report 2 May 2014

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(A) Streets and Walkways Sub-Committee

Composition

1. 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 four *ex-officio* Members representing the Finance, Police and Open Spaces, City Gardens and West Ham Park and Port Health and Environmental Services Committees.
2. The 2019/20 Membership comprised the following Members –

Alistair Moss (Chair, Grand Committee)
Sheriff Christopher Hayward (Deputy Chairman, Grand Committee)
Randall Anderson
Peter Bennett
Deputy Keith Bottomley
Deputy Jamie Ingham Clark
Shravan Joshi
Graham Packham
Oliver Sells QC
Paul Martinelli (ex-officio, Finance Committee)
Alderman Alison Gowman (ex-officio, Police Authority Board)
Barbara Newman (ex-officio, Open Spaces Committee)
Christopher Hill (ex-officio, Port Health and Environmental Services Committee)

Terms of Reference

3. 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.

(B) **Local Plans Sub Committee**

Composition

4. The 2019/20 Membership comprised the following Members –

Alistair Moss (Chair of the Grand Committee and Sub Committee)
Sheriff Christopher Hayward (Deputy Chairman of the Grand Committee)
Randall Anderson
Deputy Keith Bottomley
Shravan Joshi
Graham Packham
William Upton QC
Christopher Hill (ex-officio, Port Health and Environmental Services Committee)
Deputy Jamie Ingham Clark (ex-officio, Policy and Resources Committee)

Terms of Reference

5. The Committee first appointed a Sub Committee in October 2004 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. It was later agreed that this Sub Committee would also 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.