

<b>Committee(s)</b> Planning and Transportation Committee	<b>Dated:</b> 22/04/2021
<b>Subject:</b> Appointment of Sub Committees	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	3, 8 & 10
<b>Does this proposal require extra revenue and/or capital spending?</b>	N
<b>If so, how much?</b>	N/A
<b>What is the source of Funding?</b>	N/A
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	N/A
<b>Report of:</b> The Town Clerk	<b>For Decision</b>
<b>Report author(s):</b> Gemma Stokley, Senior Committee and Member Services Officer	

### Summary

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.

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.)

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)

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

#### Current Position

1. Following a delay in the appointment of Grand Committees for 2020/21 due to COVID-19, the Court of Common Council at its 16 July 2020 meeting agreed to establish its Grand Committees, including the Planning and Transportation Committee, for the ensuing year. The appointments cycle has now returned to normal despite the pandemic and the Court is to appoint its committees for 2021/22 on 15 April 2021. As this will be the first meeting of the Committee since then, Members are invited to appoint its Sub-Committees.
2. This report considers the appointment, terms of reference and composition of the Planning and Transportation Committee's sub-committees and working party.
3. 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 and has met three times since it was last appointed in September 2020.

#### 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 29 April 2021.
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 Plans Sub-Committee**

13. The Committee first appointed this 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 not yet met since it was last appointed in September 2020. 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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