



Planning, Properties, Emergency Planning & Speeding Committee

Terms of Reference

Purpose

The Committee is appointed by Full Council to deal with all planning applications received and comment on them in accordance with Material Planning Considerations, responsibility for the overall management of property, leases, rent reviews and maintenance of Council-owned buildings for which it has delegated powers to act on behalf of Full Council. New leases to be ratified by Full Council. The Committee is to monitor the Emergency Plan and to place and monitor the Speed indicator devices and matters of road safety. Subject to budget, expenditure and contractual limits.

Membership

- Membership of the committee shall consist of between three to five elected members of Holbeach Parish Council who will be appointed annually at the Annual Council Meeting as voting members.
- If a councillor resigns from the Committee/Council during the year a new councillor will be appointed at the next appropriate Full Council meeting.
- The committee shall be subject to a quorum of three members.

Co-option / Deputation

- The committee shall have no powers of co-option or deputation.

Chair

- The chair of the committee will be elected by the members of the committee at either the Annual Parish Council meeting or its first meeting of the committee.
- It is advised that one member of the council should not be chair of more than one committee, in order to encourage wider participation.
- In the case of an equal vote, the Chair of the committee shall have a second or casting vote.

Meetings:

- The Committee shall have a set calendar and shall be convened monthly. The calendar of meetings shall be confirmed at the first committee meeting following the Annual Parish Council meeting.
- Additional meetings of the PPES Committee can be called as and when necessary by the Chair of the committee, the Clerk as directed or by two members of the committee by written request to the Chair at any time.
- Meetings will be minuted by the Clerk or Deputy Clerk.



- If a committee is unable to meet due being inquorate and executes its delegated powers, business to be transacted on the agenda, can be placed on the agenda on the next Full Council Meeting.

Delegation of Powers

The Planning, Properties, Emergency Planning & Speeding Committee has the delegated authority from Holbeach Parish Council:

- To be responsible for the management of Council properties, provide consultation on planning applications, and develop strategies for emergency preparedness and traffic control and have the ability to prioritise and manage workloads of employees in relation to these areas.
- To authorise expenditure within their delegated budgets for items under £5,000 excluding VAT. No expenditure may be authorised that will exceed the budget for that type of expenditure, other than by resolution of the Council except in an emergency.
- Where a budget is set by a Parish Council, it shall be maintained in accordance with the adopted Financial Regulations. Any additional funds required are the Finance and Administration Committee to discharge its obligations, shall be sought by application to Full Council prior to any commitment or implied commitment to spending.
- In accordance with Financial Regulations 16.4 no tangible moveable property shall be purchased or otherwise acquired where the estimated value of any one item exceeds £1,000 except by authorisation from Full Council.

Roles & Responsibilities:

To be responsible for the maintenance, development and improvement of:

- Conduct an annual inspection of buildings and prepare a report for the Council, outlining recommendations for maintenance work to be scheduled in the upcoming financial year
- To respond to reports of faults, issues and problems arising in relation to any Council-owned buildings, and to arrange for repairs to be carried out in-house or recommendations made to Full Council for contractors to be appointed as necessary when outside the delegated powers of the committee.
- Carry out regular rent and lease reviews independently, without requiring consultation with Full Council.
- To review the Council's asset register on an annual basis and, in liaison with the Finance & Admin Committee, give relevant assurances to Council for the signing of the Annual Return
- Assess and document key traffic management issues—including parking, congestion, and speeding—impacting the Holbeach Parish Council area and surrounding parishes, providing quantified data for review



- To identify and evaluate feasible options for improving the traffic management problems in the Parish.
- Collaborate with Lincolnshire County Council, South Holland District Council, and other relevant stakeholders to ensure effective coordination and engagement
- Oversee the deployment and ongoing management of Speed Indicator Devices, ensuring effective implementation and operation
- To make representations to the Local Planning Authority on applications for planning permission which have been notified to the Council.
- Submit representations regarding appeals against refused planning permission decisions.
- Identify and report potential breaches of planning regulations, making appropriate representations to the relevant enforcement authorities.
- Monitor and review the planning consultation procedure, making recommendations to the Council for amendments where appropriate.
- Planning applications shall be circulated to PPES Committee members as they are received and before the Parish Council PPES Committee meeting and Full Council, by the Clerk or Deputy Clerk. The applications may be viewed on the Planning Portal at South Holland District Council.
- The Committee shall oversee the implementation of any community emergency planning and resilience measures as adopted by the Council from time to time.

Policies & Documents

To monitor and review all policies and procedures relating to the management of PPES and to recommend any changes to Full Council.

Budgets

To consider Planning, Properties, Emergency Planning & Speeding Committee budget requirements (in conjunction with the RFO) and recommend a draft budget to the Finance and Admin Committee.

Assets

To manage the Council's asset register in relation to Planning, Properties, Emergency Planning and Speeding in conjunction with the Finance and Admin Committee and Open Spaces Committee.

Closed Session

Parts of the meetings of this Committee will be confidential to the members of the PPES Committee and Clerk or Deputy Clerk with the press and the public excluded.



Version History	Date;	Review:
V1	14 th June 2021	9 th May 2022
V2	9 th May 2022	8 th May 2023
V3	14 th November 2022	
V4	13 th February 2023	15 th May 2023
V5	15 th May 2023	May 2024
V6	13 th May 2024	May 2025
V7	16 th June 2025	May 2027