

## PPES Committee Terms of Reference

### (a) Purpose

The purpose of the PPES Committee is to consider all planning applications received and comment on them in accordance with Material Planning Considerations. The Committee has delegated 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 devised and matters of road safety. Subject to budget, expenditure and contractual limits.

### (b) Membership

The Committee shall comprise n Councillors (where n is no fewer than 3 and ideally no more than 5). The Committee quorum is three (3) and the Committee shall meet in each Committee cycle and/or as required. 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 chairman of the committee will be elected by the committee at either the Annual Parish Council meeting or its first meeting after the Annual Parish Council meeting.

The election of a vice chairman is optional, it will however follow the same process as the election of a chairman.

It is advised that one member of the council should not be chairman of more than one committee, in order to encourage wider participation.

### (c) Functions

To have an emergency spend budget of £1,000 (authorised in conjunction with the Clerk) for work within the remit of the committee. To monitor all policies and procedures and to recommend any changes to Council. To provide a monthly report to Council detailing any issues, changes or events that have occurred between meetings.

The Committee will be responsible, in conjunction with the Clerk to the Council or other professional advisers, for:-

#### **Planning**

- The Planning Committee has the delegated authority from Holbeach Parish Council:
  - To make representations to the Local Planning Authority on applications for planning permission which have been notified to the Council;
  - To make representations in respect of appeals against the refusal of planning permission;
  - To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations;

- To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure;
- Planning applications shall be circulated to Planning Committee members as they are received before the Parish Council PPES Committee meeting and Full Council, by the Parish Clerk. The applications may be viewed on the Planning Portal at South Holland District Council.

### **Properties**

The Committee's overall responsibilities in conjunction with the Clerk are to keep under review all Council-owned buildings, and, having regard to health and safety issues and to any relevant environmental concerns, specifically:

- to arrange for an annual inspection of buildings to be carried out and to produce a report to Council with recommendations for maintenance work to be planned during the next 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 Council for contractors to be appointed as necessary when outside the delegated powers of the committee;
  - to conduct regular rent and lease reviews without the need to consult 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.
- The Committee shall keep under review the Council's Financial Risk Assessment Policy (Finance and Admin Committee's responsibility) and make recommendations to the Finance & Admin Committee for any amendments or improvements required from time to time, or for any adjustments required in the Council's insurances.

### **Emergency Planning**

The Committee will oversee the implementation of any community emergency planning and resilience practices which may be agreed by the Council from time to time.

### **Speeding**

- To identify, quantify and list the major traffic management problems (parking, congestion, speeding etc.) that affect Holbeach and Parishes.
- To identify and evaluate feasible options for improving the traffic management problems in the Parish.
- In liaison with the relevant bodies in Lincolnshire County Council and South Holland District Council and other stakeholders.
- To manage the implementation and management of the Speed Indicator Devices.

(d) Specific Sub-committees or Panels

Smaller and specifically focussed Sub-committees/panels can be set up to deal with issues arising.

(e) Confidentiality

Parts of the meetings of this Committee/Sub-Committee will be confidential to the members of the PPES Committee and Clerk with the press and the public excluded where appropriate.

Version History	Date;	Review:
V1	14 <sup>th</sup> June 2021	9 <sup>th</sup> May 2022
V2	9 <sup>th</sup> May 2022	8 <sup>th</sup> May 2023
V3	14 <sup>th</sup> November 2022	
V4	13 <sup>th</sup> February 2023	15 <sup>th</sup> May 2023
V5	15 <sup>th</sup> May 2023	May 2024
V6	13-05-24	May 2025
V7	11-02-2025	May 2027