

Romanby Parish Council

Projects and Planning Committee Terms of Reference

1. Projects and Planning Committee

There shall be a standing Committee of Romanby Parish Council (the Council) to be referred to as the Projects and Planning Committee (the Committee).

2. Terms of Reference

The powers and other matters relating to the Committee will be subject to these Terms of Reference. These Terms of Reference will be reviewed at each Annual Meeting of the Council and if necessary revised. These terms of reference are supplementary to, and do not in any way take precedence over, the Parish Council's standing orders or financial regulations.

3. Role and Objectives

a. Projects. The overall role of the Committee shall be to assess potential projects, prioritise, co-ordinate and oversee the delivery of any endorsed project, including risk and financial aspects, initiated either within the Committee or the Council.

b. Planning. The overall role of the Committee regarding Planning will be to provide routine oversight of planning matters on behalf of the Council, and to make comments and/or recommendations to Council as specified in paragraph 5b.

4. Membership and Quorum

The Committee shall be comprised solely of Romanby Parish Councillors with a minimum membership of two councillors plus a Chairman and a maximum membership of five plus a Chairman. One of the members will be Vice Chairman and deputise in the absence of the Committee Chairman.

The Chairman of the Parish Council shall be, during their terms of office, an ex-officio member of the Committee.

The Chairman of the Committee shall be determined by the Council at its Annual Meeting.

Should there be less than three Parish Councillors wishing to serve the Committee will disband and all its powers and responsibilities will revert to the Council.

The quorum for any meeting of the Committee shall be three members.

The Parish Clerk will normally attend meetings of the Committee to record proceedings and advise if required. A meeting of the Committee shall not cease to be quorate (subject to minimum numbers) merely because of the absence of the Clerk.

The Committee will meet as often as necessary but in any case once in every quarter. At the first meeting of the Committee after the Council Annual Meeting the Committee will determine and cause to be published a schedule of intended meetings for the year.

Meetings, in addition to the published schedule or in amendment of the schedule, may be convened by the Committee Chairman or Vice Chairman, in consultation with the Clerk.

5. Powers and duties of the Committee

a. Under Delegated Powers

Within the approved budget and in accordance with the Financial Regulations adopted by the Council and these Terms of Reference, the Committee has full authority, for and on behalf of the Council, to exercise these **delegated powers**:

- i. Where specified project approval is given and the project does not fall within the remit of another committee to assess, prioritise, co-ordinate and oversee the delivery of said endorsed project, including risk and financial aspects, to completion.
- ii. To maintain an Action Plan, containing a prioritised list of all projects either proposed or endorsed, reviewing said Plan at every meeting of the Committee.

b. Powers to consider, advise and make recommendations

The Committee is required to consider, advise and where necessary make recommendations to the Council regarding:

- i. Development plans produced by any other authority such as North Yorkshire Council.
- ii. Planning applications involving commercial or industrial developments affecting the Parish.

- iii. Planning applications involving comprehensive housing development proposals (i.e in excess of four dwellings).
- iv. Changes to Public footpaths and rights of way.
- v. Other matters of a general planning nature.
- vi. Any planning activity that will or may impinge upon the role or activity of another committee.

Reviewed: May 2025

Next Review: May 2026