

Creech St Michael Parish Council

Policy Title	Joint Committee of Creech St Michael Parish Council and West Monkton Parish Council Terms of Reference
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Joint Committee of Creech St Michael Parish Council and West Monkton Parish Council Terms of Reference.

1.0 Introduction

Under Local Government Act 1972 s.101 (5) two or more local authorities may appoint a joint committee to discharge any of their functions that are not reserved for the sole decision of a single authority in legislation. The Joint Committee can authorise an officer employed by either authority to act on its behalf.

The Joint Committee is constituted to lead the response to and oversight of the Langaller Park Development (formerly known as MH2) on behalf of the Creech St Michael Parish Council and West Monkton Parish Council.

Nothing in these terms of reference shall prevent either Parish Council from dealing with a matter that might otherwise be dealt with by this Committee.

2.0 Membership & Quorum

Membership shall consist of a maximum of six Parish Council members elected annually, with each Parish Council contributing three members.

The Chair and Vice Chair of the Joint Committee shall be elected by the committee membership at the first meeting after the Annual Meetings of the Parish Councils.

Both Parish Council Clerks will attend meetings of the Joint Committee.

Non-Councillor members of the Joint Committee may be appointed from time to time if this is considered appropriate. These members will not have voting rights unless this is expressly approved.

A quorum shall consist of three Parish Council members, with at least one member from each Parish Council.

3.0 Areas of Responsibility

The Joint Committee has the delegated authority from Creech St Michael Parish Council and West Monkton Parish Council to:

- To act as the lead representative in all communication with the developer(s), Somerset Council and other interested key parties in respect of the development.
- To produce and deliver a community engagement plan annually to ensure that both parish communities have the opportunity to contribute to the plans for the development.
- To work with the developer(s), Somerset Council and other key parties to ensure that the development is delivered within the parameters of the planning application, the

principles of the Taunton Garden Town Framework and the priorities of the Parish Councils' Neighbourhood Development Plans.

- To ensure that the Parish Councils are signatories to the relevant Section 106 agreement(s) for the development and that all parties to the agreements meet their obligations.
- To make recommendations for consideration by the individual Parish Councils to any amendments or alterations to the planning application or associated agreements.
- To be responsible for publishing, monitoring and reporting an annual financial plan to support the delivery of the community infrastructure and assets.
- To prepare reports considering the viability of aspects of the development for consideration by the individual councils, prior to the adoption of any infrastructure or assets.
- To be responsible for the delivery of community infrastructure and assets within the agreed schedule of facilities and assets as detailed in appendix A, including the recommendation of,
 - budgets for consideration by the individual councils
 - appropriate and lawful procurement processes for individual elements of infrastructure or the purchase of assets
 - the appointment of contractors for the delivery of infrastructure or assets.
- To advise and make recommendation to the individual councils for expenditure of Community Infrastructure Levy (CIL) funds received from the development.
- To have oversight of the transfer of assets on their completion to a Management Company for ongoing management/maintenance and to appoint a Managing Agent for the Management Company.
- To make recommendations as to any professional and/or legal advice deemed necessary to ensure that the best interests of the Parish Councils are served.
- To establish sub-committees and working groups as and when necessary to assist in the work of the Joint Committee.

4.0 Joint Committee Meetings

A calendar of meetings will be published at the start of each year. Either Parish Clerk or the Chair of the Joint Committee may call additional committee meetings as and when necessary, to ensure that the Joint Committee fulfils its responsibilities.

Only members of the Joint Committee may vote on agenda items but other Councillors may attend in that capacity and may speak with the permission of the Chair but shall not be entitled to vote.

Decisions shall be reached via a vote and by a majority of votes cast by those present. A record shall be kept of any votes.

5.0 Authority to Spend

The Joint Committee is authorised to expend on items up to the amount of £1,000.00 (excluding VAT) in a single transaction. Expenditure incurred must be reported to the individual parish councils on a monthly basis.

Appendix A

Schedule of Facilities and Assets

- 2 of Allotment sites totalling 2.21ha
- Informal Public Open Space (POS) totalling 35.01ha including proposed woodland/scrub, SUDS and existing vegetation/woodland (includes on-site habitat enhancement and biodiversity enhancements).
- 1 of Neighbourhood Equipped Area for Play (NEAP) and 4 of Local Equipped Area for Play (LEAP).
- 5 of natural play areas (Trim Trails).
- A multi-use building within the allotment area.
- A Community hall including a building measuring 25m x 35m (final specification to be agreed), car park space and outdoor space.