

External Committee Terms of Reference



The External Committee is a sub-committee of Middlewich Town Council with delegated authority to deal with matters related to;

- Events and Town Centre Management
- Open Spaces, Parks and Play areas
- Environment and Air Quality
- Planning
- Heritage

Membership

The committee shall consist of 8 members of Middlewich Town Council, with a quorum of 4 members The Chairman (ex officio) and the Deputy Chairman (ex officio). Appointment to the Committee will usually take place at the Annual Town Council Meeting, but the Committee may fill any vacancies as they arise throughout the Council year.

Frequency of Meetings

Meetings shall take place on a monthly basis, save for the month of August. Additional meetings can be called by the Town Clerk or the External Committee Chairman should they be necessary.

The minutes of Committee meetings shall be presented to the next practicable meeting of the Council.

Chairman and Deputy Chairman

The first item of business at the May meeting in each year shall be to appoint a Chairman and Deputy Chairman of the Committee. The Deputy Chairman will automatically chair the meetings should the Chairman be unavailable.

Budget

The Committee may authorise expenditure in accordance with the budget approved by Council and in accordance with the Financial Regulations.

The Committee shall, at its October meeting annually, agree a recommended budget for the forthcoming financial year, which will be presented with a recommendation to Full Council.

Functions of the Committee

Events and Town Centre Management

- Promotion of tourism and the town economy, town centre management, celebrations and events (including markets) and Christmas illuminations
- The Committee is directed to appoint an 'Folk and Boat Working Group' consisting of at least three members of the Committee who will research and develop ideas for the festival and make recommendations to the Committee. The Terms of Reference for the working group shall

become an annex to these Terms of Reference and be reviewed at the first meeting of the Committee each civic year when the membership of the working group shall be determined.

Open Spaces, Parks and Play areas

- To make recommendations on the Towns Parks and Play Areas
- To work closely with ANSA/CEC regarding current and proposed parks and play areas
- To work closely with local authority regarding the development of all parks and play areas

Environment and Air Quality

- To raise public awareness of air quality in Middlewich and encourage public engagement
- Responsibility for the Air Quality Working Group whose remit is to carry out a fundamental review of air quality and focus on measuring all DEEE's
- Work closely with CEC with respect to the Air Quality issues in the Town and consider methods of monitoring and plans for improvement of the same
- To report and monitor Street scene and Public realm issues to CEC
- To be responsible for Floriculture in the Town

Planning

- The Committee has delegated authority to consider and respond to any planning or licensing consultation referred to it in accordance with Standing Orders (save as set out below) and authority to consider and respond to other consultations on planning and licensing policy.
- Any Planning applications for the erection of 25 houses or more shall be considered by Full Council.
- Full Council will retain responsibility for the production, amendment and enforcement of the Neighbourhood Plan and any such related issues.

Heritage

- To work with the Heritage Officer and Middlewich Heritage Trust (MHT) to protect and promote the Town's Heritage both to residents and to encourage visitors and tourism to the Town.
- To consider and plan an annual heritage focused event to help with the above aim
- To promote the services the Heritage Officer can provide with respect to planning applications, consultations, and education to raise funds to help maintain the MHT.

Adopted: 4th June 2020