

Committee Terms of Reference

Part A – Current Terms of Reference and summary of changes

Existing Terms of Reference	Destination/Change
Environment Committee	
(a) transportation policy	No change
(b) waste management refuse collection and recycling	No change
(c) environmental improvement schemes	No change
(d) the quality of the public realm, including cleansing	No change
(e) highway matters that are the responsibility of the Borough Council and drainage	No change
(f) public conveniences	No change
(g) community safety, including anti-social behaviour	No change
(h) parking	No change
(i) safe-guarding the historic environment.	Move to Licensing & Planning Policy Committee
Strategy & Resources Committee	
(a) the Budget and Policy Framework, for submission to the Council	No change
(b) implementation and monitoring of treasury management policies	No change
(c) land use policy statements and briefs for specific areas	Move to Licensing & Planning Policy Committee
(d) the Corporate Governance Framework (jointly with the Chairmen of Standards and Audit, Crime & Disorder and Scrutiny Committees)	No change
(e) data quality and corporate risk management	No change
(f) the local economy	No change
(g) emergency planning and business continuity	No change
(h) the Council's human resources, property assets and finances	No change
(i) housing benefits administration	No change
(j) Civic and ceremonial matters	No change

Existing Terms of Reference	Destination/Change
Strategy & Resources Committee (cont)	
(k) dealing (at first instance) with any matters of general policy which do not fall within the terms of reference of any other committee and are not reserved to the Full Council.	No change
Leisure Committee	
(a) the promotion of sport, leisure, cultural and recreational activities	Move to new Community & Well-being Committee
(b) parks, open spaces and countryside (including Nonsuch Park JMC and Epsom and Walton Downs)	Move to new Community & Well-being Committee
(c) allotments	Move to new Community & Well-being Committee
(d) the Playhouse, Bourne Hall, Ewell Court House and the Ebbisham Centre	Move to new Community & Well-being Committee
(e) the Rainbow Centre	Move to new Community & Well-being Committee
(f) Bourne Hall Museum	Move to new Community & Well-being Committee
(g) Services for young people.	Move to new Community & Well-being Committee
Social Committee	
(a) affordable housing	Move to new Community & Well-being Committee
(b) housing strategy and investment programme	Move to new Community & Well-being Committee
(c) housing standards, homelessness, homelessness prevention and advice, housing needs assessment	Move to new Community & Well-being Committee
(d) housing benefit - welfare aspects	Move to new Community & Well-being Committee

Existing Terms of Reference	Destination/Change
Social Committee (cont.)	
(e) private sector housing and administration of housing grants	Move to new Community & Well-being Committee
(f) personal social services for the elderly and disabled	Move to new Community & Well-being Committee
(g) local NHS Services	Move to new Community & Well-being Committee
(h) work within the Voluntary Sector	Move to new Community & Well-being Committee
(i) contaminated land	Move to Environment Committee
(j) environmental health	Move to Environment Committee
(k) food safety and health and safety	Move to Environment Committee
(l) cemeteries and closed churchyards	Move to Environment Committee
(m) gypsy site management	Move to new Community & Well-being Committee
Licensing & Planning Policy Committee	
(a) matters relating to the local economy	No change.
(b) To consider and approve Local Plan documents for public consultation (including Development Plan Documents up to Preferred Options stage and Supplementary Planning Documents up to Consultation stage);	No change.
(c) To consider and recommend for approval to Council, submission versions of Development Plan Documents;	No change.
(d) To consider and approve final versions of Supplementary Planning Documents, and any subsequent changes to the Development Plan not constituting a new or substantially revised Development Plan Document;	No change.
(e) To consider and approve other informal policy guidance for adoption;	No change.

Existing Terms of Reference	Destination/Change
Licensing & Planning Policy Committee (cont.)	
(f) To consider and approve the Council's Local Development Scheme and Annual Monitoring Report;	No change.
(g) To consider and approve (i) draft Conservation Area Appraisals and Management Plans for public consultation and (ii) the final version of Conservation Area Appraisals and Management Plans;	No change.
(h) To consider and approve matters related to the Community Infrastructure Levy (CIL) leading up to the examination in public and the adoption of the CIL charging schedule;	No change.
(i) To consider and comment upon other authorities' or stakeholders' planning policy documents;	No change.
(j) To respond to government consultations on draft planning legislation and proposed planning policies;	No change.
(k) To consider any other planning policy matters not included in any of the above as deemed necessary by the Head of Planning and Building Control.	No change.
(l) To consider and determine (or delegate to a Licensing Hearings Panel) <ul style="list-style-type: none"> • Opposed and/or contentious applications made under the Licensing Act 2003 and/or applications for review under the said Act; • Opposed and/or contentious applications made under the Gambling Act 2005 and/or applications for review under the said Act; • Opposed and/or contentious applications for the granting, renewal, transfer or revocation of sex establishment licences; private hire and public hire licences; 	No change.
(m) To approve a licensing policy statement and gambling policy statement for recommendation to the Council and to keep this under review in accordance with the Licensing Act 2003 and the Gambling Act 2005 respectively;	No change.

Existing Terms of Reference	Destination/Change
Licensing & Planning Policy Committee (cont.)	
(n) To agree a pool of members to receive the necessary training to constitute Licensing Hearings Panels to undertake the administration of applications made under the Licensing Act 2003, the Gambling Act 2005, the Local Government (Miscellaneous Provisions) Act 1976 and the Town and Police Clauses Act 1847.	No change.
(o) To appoint four Members from those trained in licensing matters to undertake the role of Chairman of the Licensing Hearings Panels.	No change.

Part B – Proposed New Terms of Reference

New Committee Terms of Reference
Environment Committee
(a) transportation policy
(b) waste management refuse collection and recycling
(c) environmental improvement schemes
(d) the quality of the public realm, including cleansing
(e) highway matters that are the responsibility of the Borough Council and drainage
(f) public conveniences
(g) community safety, including anti-social behaviour
(h) parking
(i) contaminated land
(j) environmental health
(k) food safety and health and safety
(l) cemeteries and closed churchyards
Strategy & Resources Committee
(a) the Budget and Policy Framework, for submission to the Council
(b) implementation and monitoring of treasury management policies
(c) the Corporate Governance Framework (jointly with the Chairmen of Standards and Audit, Crime & Disorder and Scrutiny Committees)
(d) data quality and corporate risk management
(e) the local economy

Strategy & Resources Committee (cont.)	
(f)	emergency planning and business continuity
(g)	the Council's human resources, property assets and finances
(h)	housing benefits administration
(i)	Civic and ceremonial matters
(j)	dealing (at first instance) with any matters of general policy which do not fall within the terms of reference of any other committee and are not reserved to the Full Council.
Licensing & Planning Policy Committee	
(a)	matters relating to the local economy
(b)	To consider and approve Local Plan documents for public consultation (including Development Plan Documents up to Preferred Options stage and Supplementary Planning Documents up to Consultation stage);
(c)	To consider and recommend for approval to Council, submission versions of Development Plan Documents;
(d)	To consider and approve final versions of Supplementary Planning Documents, and any subsequent changes to the Development Plan not constituting a new or substantially revised Development Plan Document;
(e)	To consider and approve other informal policy guidance for adoption;
(f)	To consider and approve the Council's Local Development Scheme and Annual Monitoring Report;
(g)	To consider and approve (i) draft Conservation Area Appraisals and Management Plans for public consultation and (ii) the final version of Conservation Area Appraisals and Management Plans;
(h)	To consider and approve matters related to the Community Infrastructure Levy (CIL) leading up to the examination in public and the adoption of the CIL charging schedule;
(i)	To consider and comment upon other authorities' or stakeholders' planning policy documents;
(j)	To respond to government consultations on draft planning legislation and proposed planning policies;
(k)	land use policy statements and briefs for specific areas
(l)	To consider any other planning policy matters not included in any of the above as deemed necessary by the Head of Planning and Building Control.

Licensing & Planning Policy Committee (cont.)

- (m) To consider and determine (or delegate to a Licensing Hearings Panel)
- Opposed and/or contentious applications made under the Licensing Act 2003 and/or applications for review under the said Act;
 - Opposed and/or contentious applications made under the Gambling Act 2005 and/or applications for review under the said Act;
 - Opposed and/or contentious applications for the granting, renewal, transfer or revocation of sex establishment licences; private hire and public hire licences;
- (n) To approve a licensing policy statement and gambling policy statement for recommendation to the Council and to keep this under review in accordance with the Licensing Act 2003 and the Gambling Act 2005 respectively;
- (o) To agree a pool of members to receive the necessary training to constitute Licensing Hearings Panels to undertake the administration of applications made under the Licensing Act 2003, the Gambling Act 2005, the Local Government (Miscellaneous Provisions) Act 1976 and the Town and Police Clauses Act 1847.
- (p) To appoint four Members from those trained in licensing matters to undertake the role of Chairman of the Licensing Hearings Panels.
- (q) safe-guarding the historic environment.

Community & Well-being Committee

- (a) the promotion of sport, leisure, cultural and recreational activities
- (b) parks, open spaces and countryside (including Nonsuch Park JMC and Epsom and Walton Downs)
- (c) allotments
- (d) the Playhouse, Bourne Hall, Ewell Court House and the Ebbisham Centre
- (e) the Rainbow Centre
- (f) Bourne Hall Museum
- (g) Services for young people.
- (h) affordable housing
- (i) housing strategy and investment programme
- (j) housing standards, homelessness, homelessness prevention and advice, housing needs assessment
- (k) housing benefit - welfare aspects
- (l) private sector housing and administration of housing grants

Community & Well-being Committee (cont.)

(m)	personal social services for the elderly and disabled
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(n)	local NHS Services
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(o)	work within the Voluntary Sector
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(p)	gypsy site management
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