

# TERMS OF REFERENCE

## AREA COMMITTEES

The Council will appoint the following area committees being satisfied that to do so will lead to improved service delivery in the context of best value and more efficient, transparent and accountable decision making. The committees will comprise the councillors representing the wards in the area and such non-voting co-optees as the committee will appoint:-

Barrowford and Western Parishes  
Brierfield and Reedley  
Colne and District  
Nelson  
West Craven

### Planning

1. To deal with applications for planning permission, advertisement consent, listed building consent etc., under the Town and Country Planning Acts and to approve Section 106 Agreements.
2. To consider all enforcement and other action, including legal proceedings, under the Town and Country Planning Acts.
3. To take action, including the institution of legal proceedings, for non-compliance with the Building Regulations.
4. To take action, including the institution of legal proceedings, to secure compliance with notices served in respect of dangerous buildings under the Building Act 1989.
5. To deal with all matters relating to tree preservation and protection of hedgerows, including the making of orders and the institution of legal proceedings.
6. To make revocation, modification, completion and discontinuance orders in cases where no compensation is payable.
7. To deal with all matters relating to designated conservation areas.

N.B.

On a planning matter where the Planning, Building Control and Licensing Services Manager has advised before the vote is taken that the decision that the area committee is minded to take would represent:

- (a) a significant departure from policy;
- (b) a significant risk of costs; or
- (c) straddles Area Committee boundaries

and the Head of Legal Services (having also contacted the Chairman (or in his or her absence the Vice Chairman) of the relevant Committee) has confirmed in writing that he agrees with that view no later than 2 working days after the day of the relevant Committee, whether it is a decision relating to enforcement action or the determination of a planning application, then the matter will be determined by the Policy and Resources Committee.

## Public Rights of Way

1. To approve the making of orders for the creation, diversion and extinguishment of footpaths and bridleways.
2. To take action to protect public footpaths including the removal and licensing of obstructions and the institution of legal proceedings.

## General

1. To make recommendations to the Policy and Resources Committee on issues relating to the area, or on area committee services generally.
2. To monitor the management by the Pendle Leisure Trust of its facilities in the area.
3. To liaise and co-operate with local voluntary and other organisations.
4. To make appointments to local outside bodies.
5. To liaise with town and parish councils in the area.
6. To allocate and oversee the management of the area committee's capital budget and to be consulted on revenue budgets relating to area committee services.

## Car Parking and Highways

1. To oversee the management of public car parks.
2. To appoint hackney carriage stands.
3. To consider the making up and adoption of private street works.
4. To oversee street naming and numbering.
5. To consider local traffic and highway issues and to make recommendations on them to Lancashire County Council.

## Parks, Cemeteries and Outdoor Recreation

1. To monitor the management of parks and open spaces, including playing fields, pitches, bowling greens, tennis courts etc.

N.B.

Victoria Park is the responsibility of the Nelson Committee but the Barrowford and Western Parishes Committee is to be consulted on issues of significance and, in the event of any conflict between the area committees the matter in dispute will be referred to the Policy and Resources Committee for resolution.

2. To oversee the management of children's playgrounds.
3. To oversee the management of playing fields and pitches.
4. To oversee the operation of cemeteries.

### Miscellaneous

1. To identify problems associated with litter and take appropriate action.
2. To consider matters relating to town centres, including town centre development and grants.
3. To monitor grot spots and problem sites and take appropriate action.
4. To oversee the management of markets, including consultation with representatives of stallholders.
5. To take action in relation to drains and private sewers.
6. To oversee the handling of noise and other nuisance complaints of a local nature.
7. To oversee the operation of the dog warden and pest control services.
8. To oversee the enforcement of refuse collection and recycling matters.
9. To liaise within the Community Safety Partnership and its working groups.

### Land

1. To oversee the management of permanent and temporary garage sites and caravan storage sites.
2. To oversee the maintenance of cenotaphs and war memorials.
3. To make recommendations to the Policy and Resources Committee as to the future use of any land within the area which has become surplus to operational requirements (where, in the opinion of Liberata Property Services, the value of the land is less than £5,000 the area committee shall have power to determine the matter).
4. To make recommendations to the Policy and Resources Committee as to the appropriate user or change of user clauses in leases of commercial and miscellaneous properties.

### Housing

1. To deal with unfit and vacant private sector houses, including making recommendations for compulsory purchase orders and other statutory action.
2. To deal with matters arising from the carrying out of renovation grant work.