



REPRESENTATIONAL COMMITTEE **TERMS OF REFERENCE**

1. Introduction

The following general terms of reference apply to all Committees:

- 1.1 That all delegated powers be exercised in accordance with any policy adopted, or directions given, by the Town Council.
- 1.2 Those powers be subject to the Council's Standing Orders, Standing Orders on Contracts and Financial and Administrative Regulations.
- 1.3 That any unresolved differences between Committees, Sub-Committees and Advisory Committees shall be referred to Full Council for determination.
- 1.4 Day to day management of Council matters rest with the Town Clerk as proper officer of the Council and the Responsible Financial Officer.
- 1.5 That all urgent and emergency matters will be dealt with as they arise by the Town Clerk in consultation with the Chair and Vice Chair of the relevant Committee and the Mayor of Ludlow and reported to the next appropriate Committee or Full Council meeting whichever comes first.
- 1.6 Committees will bring to the attention of Council any matters being pursued by other local authority/statutory/voluntary or other bodies which may have a beneficial or detrimental effect on Ludlow.
- 1.7 All meetings will normally commence at 7.00pm on a day to be agreed by either Council or the relevant Committee except by prior agreement with the Chair and Vice Chair of the Committee and are scheduled to finish at 9pm.
- 1.8 There will be a public open session included on every agenda when members of the public can address the Council or Committee on matters relating to Ludlow.

2. Membership

- 2.1 The Committee will meet once every four weeks.
- 2.2 Committee Membership is open to all Councillors.

2.3 All Members of Ludlow Town Council will receive copies of every agenda and their relevant attachments.

2.4 Membership of this Committee will only be made up from serving Councillors.

3. Procedures

3.1 The Committee will operate within Ludlow Town Council's Standing Orders and Local Government Law.

3.2 At the Annual General Meeting of Ludlow Town Council the Town Council shall elect a Chair for this Committee for the forthcoming year from amongst its membership. A Vice Chair shall be elected at the first meeting of the Committee. The Chair and Vice Chair may be re-elected.

3.3 The Committee will submit its minutes of meetings to the next appropriate meeting of Ludlow Town Council.

3.4 The Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting in September/October.

3.5 The Town Clerk and Administrative Officer will provide administrative support for the Committee.

4. Meeting Dates

4.1 The schedule of meetings shall be agreed at the Annual Town Council meeting.

4.2 The Committee shall meet every 4 weeks on a Tuesday at 7.00pm in The Guildhall, Mill Street, Ludlow, SY8 1AZ unless otherwise agreed.

5. Committee Functions

The Committee shall:

5.1 To be responsible for delegated budget without further reference to Council.

5.2 To consider such matters as may be delegated by Council from time to time.

5.3 To deal promptly with all planning functions of the Town Council and in particular to make representations to both Shropshire Council and Appeals Inspectorate as appropriate.

- 5.4 Exercise the powers and duties of Ludlow Town Council in respect of the powers conferred to it from time to time under the Town and Country Planning Acts and the Orders and Regulations made under them.
- 5.5 Decide Ludlow Town Council's responses to consultations on planning applications received from Shropshire Council and forward them in writing by email.
- 5.6 Make recommendations to Shropshire Council on statutory and non-statutory planning policy documents.
- 5.7 To comment on any development outside the Ludlow parish boundaries which would have an impact on the town.
- 5.8 To appoint a Tree Officer who will be asked to report as required to the Planning Committee on all applications relating to trees and especially relating to the preservation of trees in the environs of the town.
- 5.9 To delegate to Officers such further powers as it thinks fit to facilitate the efficient management of the Council's and Committee's business.
- 5.10 That the Chair represents Ludlow Town Council at site meetings, public enquiries, Public Transport Liaison Group etc. to represent Ludlow Town Council's previously agreed views.
- 5.11 Consider road schemes relating to new highway proposals or improvements to existing roads.
- 5.12 To consider and formulate a response if appropriate on highway and transportation consultation and information documents from relevant authorities and organisations.
- 5.13 To consider and take action on all other matters that are of a general nature relating to the Town and Country Planning Acts and related legislation.
- 5.14 To consider and take action on all other matters that are of a general nature relating to the highway network within Ludlow.
- 5.15 To consider the effects of developments on the public transport system.
- 5.16 Careful scrutiny and monitoring shall be undertaken regarding the expansion of commercial activities in or close to residential areas to ensure that noise levels and smells will not be intrusive and that any proposals are not detrimental to the visual amenity of the area.

Adopted by Council 9th May 2012

Reviewed and Adopted by Council 15th May 2013; 2nd September 2013; 14th May 2014; 13th May 2015; 11th May 2016; 10th May 2017; 9th May 2018; 11th May 2022; 10th May 2023; 8th May 2024; 14th May 2025; 13th May 2026
Reviewed & Amended by Representational Committee 19th May 2026; 27th July 2026

- 5.17 To monitor and comment upon, where appropriate, the proposed erection of telecommunication masts, power lines and other similar structures.
- 5.18 To encourage a close working relationship with neighbouring areas on planning and highway issues that may affect the communities.
- 5.19 Participating with public and private sector interests in town centre enhancement schemes and local conservation.
- 5.20 To maintain and update the 'Register of buildings, building land and trees' at each meeting.
- 5.21 To consider new or amended licence applications and pavement permits.