

# **LEATHERHEAD RESIDENTS' ASSOCIATION – TERMS OF REFERENCE**

## **General**

All Committees shall

- 1 Contribute to the LRA's aims and abide by its constitution and code of conduct
- 2 Comprise a Chairman appointed by the Board and up to 4 members, whose appointment shall be approved by the Board
- 3 Meet as frequently as is necessary in order to properly carry out their functions
- 4 Not express LRA views or commit the LRA to courses of action unless those views/actions have first been approved by the Board. Between Board meetings, and only if necessary, such authority may be given by the Chairman
- 5 Submit a written report to each monthly meeting (open or closed). The report shall be sent to the Secretary for distribution no later than 3 days prior to each meeting.

## **Committee specific**

### **The Planning Committee**

Shall concern itself with day to day town planning issues within the Town, specifically:

1. To comment on planning applications submitted to the District Council and be responsible for Letters of Representation.
2. To comment to the Planning Inspectorate on an appeal against refusal of a planning application.
3. Where necessary, to attend and speak at meetings involving the District Council or the Inspectorate about a planning application.
4. Liaise closely with the Forward Planning Committee to present a consistent position on development once a planning application has been submitted.
5. Liaise with the Highways Committee where appropriate.
6. To recommend an LRA policy on such matters to the Board

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## **The Forward Planning Committee**

Shall concern itself with longer term and more strategic planning issues within the Town, specifically:

1. To consider all matters concerned with the District Councils work on the preparation of Local Plans, including consultations on Green Belt Boundaries and Housing and Travellers' Sites plans and "The Transform Leatherhead" process.
2. To consider reports from other bodies including the County Council, the Highways Agency, Network Rail, etc. in so far as they affect the residents of Leatherhead.
3. To recommend an LRA policy on such matters to the Board.

## **The Environment Committee**

Shall concern itself with the improvement and maintenance of Leatherhead's natural and urban environment, specifically:

1. To encourage conservation, development and improvement to the natural environment, including open spaces, allotments, woodlands and waterways.
2. To lend support to groups with similar aims for specific areas and to community based projects.
3. To sponsor the Open Gardens Scheme for the above purpose.
4. To raise funds to enhance the Town centre with flower planting.
5. To encourage shopkeepers, public houses, restaurants and Town centre businesses to take part in this floral enhancement.
6. To liaise with the River Mole Catchment Partnership.
7. To promote bio-diversity in both the natural and urban environments.
8. To promote the reduction in pollution by monitoring bonfires, noise and light pollution.
9. To recommend an LRA policy on such matters to the Board.

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## **The Membership & Publicity Committee**

Shall concern itself with the management of the existing membership and the recruitment of new members, specifically:

1. To increase and maintain the number of households with membership of the LRA.
2. To raise the profile of the LRA to encourage membership
3. To keep the Members informed of issues that may affect them by posters, newsletters, website, email and social media.
4. To maintain detailed up to date membership records and ensure that they agree with the membership analysis part of the financial records.
5. To facilitate membership recruitment campaigns.
6. To liaise with external publications, e.g. 'Ashted & Leatherhead Local' and 'Leatherhead Advertiser'.
7. To liaise with external organisations with a view to increasing membership opportunities.
8. To liaise with the other Committees of the LRA as necessary and to keep the Board informed of progress

## **The Health Committee**

Shall concern itself with all matters relating to the provision of health and care services within the Town, specifically:

1. To report back from any PPG meetings where appropriate
2. To keep the Board up to date over any CCG decisions.
3. To keep the Board informed of any developments in the local NHS Trust.

## **The Highways Committee**

Shall concern itself with all matters relating to highways that might affect the Town's residents, specifically:

- 1 To review existing road problems which have been observed and/or drawn to its attention and to comment to the County Council or Highways Agency accordingly.
- 2 To consider all schemes and plans which have been proposed by the County or District Councils which affect the highways and to submit comments on behalf of the LRA about such plans.
- 3 To liaise with the Environment and Planning Committees as appropriate.
- 4 To recommend an LRA policy on such matters to the Board