

**OVERTON COMMUNITY COUNCIL  
STRATEGIC PLANNING COMMITTEE  
TERMS OF REFERENCE**

1. Strategic Planning Committee constituted as a Committee to Overton Community Council.
2. The Committee composition shall be 4 Councillors as voting members with at least one third of the number of members and not fewer than three members of the Strategic Planning Committee constituting a quorum.
3. Membership of The Strategic Planning Committee shall be ratified at the Annual Council Meeting in May of each year.
4. The Chairman shall be elected annually by the Committee.
5. The Strategic Planning Committee shall be administered and managed in accordance with these Terms of Reference.
6. The Strategic Planning Committee shall meet at least four times a year and the dates shall be arranged by mutual agreement and need.
7. The objective of The Strategic Planning Committee shall be to investigate the feasibility of projects/ideas identified by members in an efficient and cost effective manner; carry out full public consultation and costings of aforementioned, reporting to Full Council at each monthly meeting to seek approval of next stage and expenditure, where necessary.
8. The Strategic Planning Committees' remit shall extend to –
  - a) To investigate the feasibility of those proposals set out in the draft Strategic Plan as approved for consideration in principle by the full council but none to proceed without approval to do so given by the full council.
  - b) To obtain costings and drawings relating to any proposed projects in order to provide members of the public with detailed information on each proposal
  - c) To consult with residents of Overton, WCBC and other services who may be interested or effected by any of the proposed projects.
  - d) To obtain grant funding or match funding where possible
  - e) To oversee the implementation of any project, assisted by the Amenities Committee members.
9. Minutes of all meetings shall be kept by the Clerk and forwarded to Members of the Community Council at full council meetings.