
PART 3H: COMMUNITY COUNCILS

ROLE AND FUNCTIONS

1. To promote the involvement of local people in the democratic process and to bring decision making closer to local people.
2. To take decisions about local matters. At present community councils have delegated authority in the following key areas: the neighbourhoods fund, cleaner, greener, safer capital programmes, traffic management and community project banks.
3. To act as a formal consultation mechanism on council wide policies and strategies.
4. To be a focal point for discussion and consultation on matters that affects the area.

MATTERS RESERVED FOR DECISION

Planning functions (non-executive function)

Consultative/non decision making

5. To comment to planning committee or its sub-committees on the proposed expenditure of funds over £100,000 secured through legal agreements under section 106 of the Town and Country Planning Act 1990, or any previous legislation where the site to which the agreement relates and the site(s) where expenditure will be incurred are in the same community council area.
6. To comment to planning committee on proposals for the designation of conservation areas including the adoption of conservation area character appraisals and detailed design guidance, and authorisations under article 4 of the Town and Country Planning Permitted Development Order 1995 affecting the area of the community council.
7. To comment to planning committee on proposals to adopt supplementary planning documents for development control purposes to guide the development of particular sites within the area of the community council.
8. To be consulted on all major and strategic schemes prior to consideration by the planning committee, subject to the consultation deadlines.
9. To receive regular information reports (at least quarterly) on local planning enforcement issues.

Environmental management (executive function)

Decision making

10. Recommendations to the appropriate chief officer on local contract variations.

11. Recommendations to the cabinet on issues concerning major changes to contracts.
12. Appointment of ward members to serve on warden schemes steering groups.

Consultative/non decision making

13. To consider regular reports on environmental management issues, including street cleaning, refuse collection, abandoned vehicles and leisure centres.
14. To participate in contract reviews and be able to suggest service improvements and identify local priority issues.

Neighbourhood fund¹ and cleaner, greener, safer capital programmes (executive function)

Decision making

15. To approve the allocation of neighbourhood funds and cleaner, greener, safer capital schemes of a local nature using the resources and criteria identified by the cabinet.
16. In the event that a programme variation decision is required before the next scheduled meeting of a community council the appropriate chief officer shall be authorised to determine this, in consultation with the relevant chair of the community council. Variation decisions shall include any allocation or reallocation of funds or variation in projects (this list is not exhaustive).
17. To oversee and take responsibility for the development and implementation of the local schemes.
18. If successful in the bidding to the cabinet for strategic projects, to oversee and take responsibility for the development and implementation of the schemes.

Consultative/non decision making

19. Recommendation of bids to the cabinet for funding for capital schemes of a strategic nature as part of an open bidding process.

Traffic management functions (executive function)²

Decision making

20. Determination of the following local non-strategic matters:
 - the introduction of single traffic signs
 - the introduction of short lengths of waiting and loading restrictions
 - the introduction of road markings
 - the setting of consultation boundaries for consultation on traffic schemes
 - the introduction of destination disabled parking bays

¹ The neighbourhood fund was established in December 2014 by amalgamating the Community Council Fund and the Cleaner Greener Safer revenue scheme. This required some consequential constitutional changes (see notice of variation to executive scheme of delegation dated 4 March 2015)

² In respect of traffic matters that have a potential impact on more than one community council, the appropriate chief officer shall determine if boundary proximity is a material issue.

- statutory objections to origin disabled parking bays.
21. Determination of objections to traffic management orders that do not relate to strategic or borough wide issues.
 22. To hear and determine traffic petitions and deputations that are of a non-strategic nature.

Consultation/non-decision making

23. Following a strategic decision to introduce a parking or traffic safety scheme, community councils to be consulted on the detail of the schemes such as:
 - the method of consultation and how it is undertaken
 - the type of traffic features to be introduced
 - where street furniture is positioned.
24. To be consulted on the borough spending plans (BSP), the council's annual bid to Transport for London for transport funding covering such things as local safety schemes and 20mph zones, before it is submitted to Transport for London.
25. To be consulted on decisions of strategic nature, such as whether to create parking zones or home zones.

Community project bank (executive function)

Decision making

26. To approve projects for inclusion within the community project bank.

Notes

- a) All matters not reserved as above are delegated to the appropriate chief officer and head of service. All delegated matters can always be decided by the parent body. See also Part 3O: Matters delegated to officers.
- b) Each chief officer and/or head of service in making decisions under the above scheme is required to do so within the internal scheme of management for their own department. This will include appropriate monitoring arrangements, and dissemination of information both internally and externally to the council.