

Cyngor Dinas Llanellwly St Asaph City Council

City Plan Working Group : Terms of Reference 2026-2027

Composition: Elected Members – 6 plus such Members of the Public as are deemed necessary to the aims and objectives of the Working Group

Meetings: Called as and when required by Full Council

Chairman: To be elected by the Working Group, but must be an Elected Member

Quorum: 3 (or one third of total membership)

Governance: The standing orders and Code of Conduct shall apply to meeting procedures and all Working Group Members.

Purpose

- i. St Asaph City Council has resolved to produce a Plan and to start working on the implementation of plan for the Council's activities for the administrative area of St Asaph City. The City Plan has the objective of improving and enhancing the city of St Asaph.
- ii. The City Council, although retaining overall responsibility for the production of the St Asaph City Plan may draw on skills and expertise from outside the Council.
- iii. The City Council retains ownership of the City Plan and any research and data collected for this project. Any funding applied for is to be credited to the City Council's bank account, approved by the Council and any expenditure must be made in accordance with the City Council's standing orders and financial regulations.
- iv. The City Council's website is the approved platform to promote the activities of the Working Group. The Working Group may not set up an alternative website for this project and nor may it set up any social media platform, unless expressly authorised in writing by the City Council.
- v. The Working Group has full delegated authority to manage the process of preparing the plan as set out in the objectives and within agreed budgets. However, the consultation draft plan must be referred back to the City Council before publication. Regular reports will be made to the Council to ensure effective progress and will be made after each meeting of the Working Group. St Asaph City Council will approve the final draft City Plan prior to submission to the local unitary authority, or the local planning authority.

Delegations are to:

- 1.** Determine the scope and objectives of the plan.
- 2.** Manage the process of preparing the plan and prepare and monitor a project plan and report to the Full Council to ensure effective progress.
- 3.** Draw up achievable short-term and long-term objectives, to ensure that the project comes to a successful conclusion.
- 4.** To adapt and be flexible to meet the aims of the project.
- 5.** Make recommendations to Full Council on resources and providing accurate costings for all proposed projects.
- 6.** Co-opt such new members as it sees fit, both elected members and members of the public on the basis of skills and experience, which would benefit the aims of the group.
- 7.** Include as many views as possible to ensure that the plan is as inclusive as possible.
- 8.** The Chairman of the Working Group must be a serving City Councillor. The Chairman must vacate their office of Chairman, should they cease to be a City Councillor. They may, however, continue to be a member of the Group.
- 9.** Manage the gathering of evidence necessary to inform each of the issues within the scope of the plan.
- 10.** Work with other partners and organisations as the working group see fit.
- 11.** Identify and assess options available in respect of each issue and prepare a draft plan for wider consideration.
- 12.** Develop a vision for St Asaph, which can be used as the basis for a new city plan.
- 13.** Produce minutes, reports and documents relating to the plan.
- 14.** Use the plan to produce an action plan each year to initiate and monitor projects through to conclusion.
- 15.** Act as a steering group for large projects, overseeing specifications, procurement and monitoring contracts.

These may be amended, following results of public consultation and research, as key issues emerge.

Meetings

Meetings will not normally be open to the public, but individuals/stakeholders may attend if specifically invited by the Working Group. The Working Group will vote on all important decisions and, in the event of a tied vote, the Chairman shall have the casting vote.