

**TERMS OF REFERENCE OF THE  
BALLATER & CRATHIE HOUSING & PLANNING GROUP  
A SUB-COMMITTEE OF THE BALLATER & CRATHIE COMMUNITY COUNCIL  
("BCCC")**

**NAME**

1. The group shall be B&C HOUSING & PLANNING GROUP ("BCHPG")

**OBJECTS AND FUNCTIONS**

2. The objects and function of BCHPG shall be to assist BCCC at its request and under its direction:
  - 2.1 Proactively to identify and assess issues regarding housing needs and resources for the local community.
  - 2.2 Assist BCCC in assessing and publicising planning issues and needs of the local community.
  - 2.3 Taking into account views expressed by the public and any other relevant evidence, it should co-ordinate and communicate such actions and views as it considers to be suitable and supported by the local community and to keep the relevant authorities informed.
  - 2.4 To promote a diverse housing stock and the well-being of the community resident within the Community Council boundaries and its economy ("the Community Council Area").

**MEMBERSHIP OF BCHPG**

3. BCHPG shall consist of not fewer than 5 and not more than 13 persons resident within the Community Council Area, chosen and co-opted by BCHPG and such persons shall be eligible in accordance with Section 3.1 below.
  - 3.1 BCCC may appoint as Members of BCHPG, persons with skills, knowledge and interests which BCCC consider would be of assistance to the BCHPG and BCCC in carrying out its functions. Members of BCHPG will serve for such time as may be determined by BCCC at the time of their engagement or until BCCC decide that their services are no longer required.

**MEETINGS**

5. BCHPG shall meet throughout the year at intervals and report orally or in writing to BCCC at its monthly meetings.

## **OFFICERS OF BCHPG**

6.
  - a. BCCC, shall elect one of its members to be Chairperson and may elect one of its members to be Vice-Chairperson.
  - b. The Chairperson and Vice-Chairperson shall continue in office until their respective successors are elected.
  - c. Subject to the consent and approval of BCCC, the Chairperson (and Vice-Chairperson, if appointed) shall appoint and shall have power to dismiss other Members of BCHPG.

## **COMMITTEES AND SUB-COMMITTEES**

7. Subject to the consent and approval of BCCC, BCHPG shall have powers to appoint such Committees and/or Sub-Committees or sub-groups as it may from time to time decide and shall determine their terms of reference, powers, duration and composition.

## **FINANCE**

8. BCHPG shall not have power to raise money nor to secure resources for schemes, projects and all other purposes consistent with its functions and shall not be eligible to apply for grants for suitable projects, but shall request BCCC to exercise such powers on its behalf.

## **SCHEME FOR THE ESTABLISHMENT OF COMMUNITY COUNCILS**

9. BCHPG shall at all times abide by the requirements and constitution of BCCC and shall not do anything which is inconsistent with Aberdeenshire Council's Scheme for the Establishment of Community Councils and in the event of any inconsistency, the Scheme for the Establishment of Community Councils shall take precedence.

## **DISCIPLINARY PROCEDURES**

10. In the event of a complaint by a member of BCHPG or a third party that BCHPG or a member of BCHPG is in serious breach of the Community Councillors' Code of Conduct or has otherwise brought BCHPG or BCCC into disrepute it shall be dealt with in accordance with the Complaints and Appeals Procedure in Schedule 7 of the Scheme for the Establishment of Community Councils.