



Chiseldon Parish Council

Terms of Reference

PLANNING, HIGHWAYS & TRANSPORT DEVELOPMENT

Sub-Committee

28th September 2017

1. Structure

- a) The Planning, Highways & Transport Development Committee shall comprise 11 Members or less,
- b) Membership of the Committee is established at the Annual meeting of the Council
- c) The Committee shall elect a Chairman & Vice Chairman for each civic year
- d) Co-opted members may join the committee during the year if authorised by the council
- e) Three members of the committee shall constitute a quorum for the meeting.
- f) Frequency of meetings – meetings will be bi-monthly or as the workload requires with a minimum of 2 days clear notice given.
- g) The Chairman and Vice Chairman of the Parish Council are ex-officio members of all Committees and are entitled to vote.
- h) To prepare an annual report for the Annual Meeting of the Parish Council to summarise the work undertaken by the Committee in exercising its responsibilities and delegated powers.

2. Conduct of Meetings

- a) All meetings of the Committee shall be minuted by the Clerk of the Council, by another member of staff or by member of the committee.
- b) All meetings of the Committee shall be public meetings, convened in accordance with the Parish Council's standing orders
- c) All correspondence shall be conducted through the Clerk of the Parish Council unless with prior agreement of the Committee
- d) To prepare a bi-monthly report for the Parish Council monthly meeting.
- e) To prepare a report for the Annual Meeting of the Parish Council to summarise the work undertaken by the Committee in exercising its responsibilities and delegated powers.



3. Purpose of the Committee

On behalf of the Full Council:

- a) Study, consider and respond to planning applications in the Parish and to consultations affecting planning.
- b) Work with principal authorities and their representatives, to resolve current transport and highway issues including road repairs, parking enforcement, bus services, signage etc. affecting the local Community across the Parish of Chiseldon.
- c) Consider, consult and propose sustainable transport improvement schemes across the Parish of Chiseldon with the purpose of enhancing access and movement by walking, cycling, public transport and driving.

4 Specific Responsibilities

a) PLANNING

- To consider all planning applications
- To study relevant plans, visit relevant sites and consider any comments from members of the parish before coming to a decision
- To ensure that all relevant parties are given an adequate hearing if they request this in accordance with the Council's standing order. To consider whether to canvass opinion for and against applications to assist with a fair determination of applications
- To consider environmental aspects when considering planning applications
- To ensure that any objections or recommendations are based solely on planning criteria
- To respond on behalf of the Parish Council when a time sensitive response is required, to make written representation
- To monitor the general environment of the Parish and report to the planning authorities any potential planning breaches
- When an application is subject to appeal the Committee is authorised to make written representation or to elect a member to attend the hearing
- To attend planning training sessions as offered by the planning authority and to read all relevant documentation to ensure that the Committee is aware of current legislation and regulations



- Where a site meeting is arranged, it will be subject to the prior approval of the Committee Chairman or Vice Chairman. A committee member will then present findings to the Committee
- Any applications considered controversial and wider than the scope of the planning committee shall be referred to the full Parish Council. Any 2 councillors may request an application be deferred for a meeting of the full Parish Council.

b) HIGHWAYS

- a. To monitor the state of upkeep and general maintenance of all Highways and pavements within the Parish boundary, including problems caused by overgrown or overhanging foliage and damage to verges, and to ensure that appropriate action is taken by landowners or the Local Authority.
- b. To provide and maintain, adjacent to the Highways, any bus shelters necessary for the convenience of parishioners.
- c. To provide cost estimates for future proposed expenditure.
- d. To maintain and develop public footpaths within the Parish
- e. To consider and make representation on speed limits and traffic calming measures

c) TRANSPORT DEVELOPMENT

- a. Working with, other sub-committees of the parish council, representatives of the Community and Officers of SBC, research, identify and agree the main transport concerns across the Parish.
- b. Develop a transport plan on behalf of the Parish council, which recommends both short and long-term improvements across the Chiseldon Parish.
- c. Develop funding budget together with the Chiseldon Parish Finance Sub-committee.
- d. Consider funding from new developments for sustainable transport.
- e. Conduct a public consultation exercise to inform present and future transport concerns and improvements.
- f. Represent the Parish Council in submission of comments and responses during the development work on J15 of the M4.
- g. Summarising resolutions decided and motions requiring Parish Council resolution.

5. DELEGATED POWERS



- a) The Committee shall be empowered to approve expenditure in respect of Planning, Highway & Transport issues subject always to the following provisos:
- i. Approval of expenditure shall be subject to an overall limit or limits set by the Finance Committee and approved if necessary by the Full Council.
 - ii. Irrespective of 5a(i) above, any single item of expenditure (including VAT and any aggregated stage payments) in excess of £5000, any project budget in excess of £5000,
 - iii. Or any contract, order or agreement leading to such expenditure, shall be subject to approval of Finance Committee and Full council unless it has already been provided for by way of an agreed maximum approved by Full Council or an overall project –specific- budget or earmarked reserve approved by Full Council.
- b) The Committee shall be empowered to approve the appointment of an independent transport consultant subject to 5(iii) above.