

## **HAYDON WICK PARISH COUNCIL**

### **PLANNING & HIGHWAYS COMMITTEE TERMS OF REFERENCE**

#### **Background:**

**Meets when deemed necessary to discuss the Parish Council's response as a consultee to planning applications submitted to Swindon Borough Council**

#### **1. Delegation**

- 1.1 Haydon Wick Parish Council (The Council) has agreed to adopt the Planning & Highways Committee Terms of Reference at its meeting held on 18<sup>th</sup> February 2014. A review took place on 4<sup>th</sup> June and was adopted at Full Council on 18<sup>th</sup> June 2019.
- 1.2 Haydon Wick Parish Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year.

#### **2. Membership**

- 2.1 The Committee shall consist of a maximum of ELEVEN Councillors who shall be elected each year at the Annual Parish Council Meeting including the Chairman and Vice-Chairman of the Council. Any vacancies which occur during a Council year will be filled by seeking nominations from Full Council which includes the Chairman and Vice Chairman of the Council.
- 2.2 The quorum of the Planning & Highways Committee will be FIVE Members including the Chairman and Vice-Chairman of the Council.

#### **3. Procedures**

- 3.1 The committee will operate within Haydon Wick Parish Council's Standing Orders and Local Government Law.
- 3.2 The Chair will be elected at the Annual Meeting of the Council and at the first meeting of the Committee it shall elect a Vice-Chairman for this Committee for the forthcoming year from amongst its appointed membership. The Chairman and Vice Chairman may be re-elected.
- 3.3 The Committee will agree all minutes of meetings to the next appropriate meeting of the Planning & Highways Committee.
- 3.4 The Committee will submit a draft budget to the Policy & Finance committee for consideration for the forthcoming financial year by the preceding December at the latest.
- 3.5 The Clerk to the Council or an appointed Officer will provide administrative support for the Committee

#### **4. Meeting Dates**

- 4.1 The schedule of the times and dates of programmed meetings for the year shall be agreed by the Full Council
- 4.2 The Committee shall meet in the Council Chamber, Council Offices, Thames Avenue, Haydon Wick SN25 1QQ unless otherwise agreed.

#### **5. Committee Functions**

The Committee shall:

- 5.1 Act as a Statutory Consultee on behalf of the Council in all planning matters related to the Parish
- 5.2 Exercise the powers and duties of the Council in respect of the powers conferred to it from time to time under the Town and Country Planning Acts, the Localism Act and the Orders and Regulations made under them.
- 5.3 Decide the Council's responses to consultations on planning applications received from Swindon Borough Council and forward them in writing to that planning authority.
- 5.4 Make recommendations to Swindon Borough Council on statutory and non-statutory planning policy documents.
- 5.5 Select from its membership a person or persons to represent the Council at site meetings, public enquiries and at any planning or highway related group or organisation to represent the Council's previously agreed views.
- 5.6 Consider and take action on all other matters that are of a general nature relating to the Town and Country Planning Acts, the Localism Act and related legislation.
- 5.7 Consider the effects of developments on the public transport system.
- 5.8 Ensure careful scrutiny and monitoring shall be undertaken regarding the expansion of commercial activities in or close to residential areas to ensure that noise levels and smells will not be intrusive and that any proposals are not detrimental to the visual amenity of the area.
- 5.9 Monitor and comment upon, where appropriate, the proposed erection of telecommunication masts, power lines and other similar structures.
- 5.10 Encourage a close working relationship with neighbouring areas on planning issues that may affect the communities.

- 5.11 Participate with public and private sector interests in enhancement schemes and local conservation.
- 5.12 Make representation to Swindon Borough Council on behalf of the Council to secure Section 106/CIL funding where possible
- 5.13 Actively liaise with the relevant departments of Swindon Borough Council in all matters related to planning and highway issues
- 5.14 Consider and formulate a response if appropriate on highway and transportation consultations and information documents from relevant authorities and organisations.
- 5.15 Consider and take action on all other matters that are of a general nature relating to the highway network;
- 5.16 Develop, oversee and contribute to the development of a Haydon Wick Neighbourhood Plan if considered appropriate;
- 5.17 Actively promote and protect all footpaths, bridleways and other Rights of Way in the parish.