



## Planning & Highways Committee

### Terms of Reference

The Planning & highways Committee is appointed by, and solely responsible to, Burghfield Parish Council. The Committee's duties are defined and agreed by the Parish Council, which may vote, at any time, to modify the Committee's powers.

### Committee Membership

**Chairmanship:** The Chair is appointed at the Annual General Meeting of full council in May each year. A Vice-Chair may be appointed by majority decision of the committee.

**Members:** The Committee will consist of no fewer than 5 elected members.

(The Chairman & vice Chairman of the Parish Council have automatic membership and full voting rights)

**Quorum:** 3

### Terms of Reference

The Committee will meet a minimum of **six** times per year.

1. The Committee will consider all planning applications in respect of properties and developments in Burghfield sent to it by the District Council by:
  - a) *studying relevant documents including plans, visiting sites if appropriate and considering comments from members of the public;*
  - b) *applying local and national planning criteria, including the policies set out in the Neighbourhood Plan, to decide whether to support or object to the application and*
  - c) *notifying its decision to support or object to the application, together with its appropriate comments, to the District Council*
2. The Committee will consider consultations and correspondence regarding planning issues or issues, including the infrastructure of the parish which may have an impact on planning.
3. The Committee will consult with the District Council, and any other groups, subgroups or organisations regarding planning issues and other issues, including the infrastructure of the parish and environmental improvement schemes which might have an impact on planning.
4. The Committee will liaise with the District Council and any other groups, subgroups or organisations regarding issues which impact the highway and affect Burghfield residents including parking, pavements, roads, traffic orders and speeding.
5. The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.
6. The Committee will commit to engaging with residents and developers for pre-application consultation as far as is reasonably practical.
7. The Committee will actively promote the needs of the Parish for CIL contributions and determine any future schemes within the parish
8. The Committee is to identify, comment upon, and refer to the relevant authorities any Highways matters considered to require attention within the parish
9. The Committee is to give consideration and actively promote energy saving measures, conservation, and provision of energy within the parish, particularly when determining planning applications.

10. The Committee is to actively consider and promote the public transport needs of local parishioners.
11. The Committee will take note of any new legislation or regulations, changes in policy or other developments affecting the planning process, and any briefings received, and participate in any relevant training.
12. The Committee will set an annual budget for consideration by the Finance and Audit Committee and monitor its financial performance against the budget agreed by the Council.
13. The Committee will consider all matters referred to by the Council and, where appropriate, will recommend suitable courses of action on these.
14. The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.