

Terms of Reference for the Planning & Transport Committee

Reviewed by WPC 12.12.16

1. Constitution

- 1.1. The Planning & Transport Committee is constituted as a Committee of Washington Parish Council.
- 1.2. The Committee's Terms of Reference may be amended at any time by the Council.
- 1.3. The Committee may from time to time investigate, discuss or review matters outside its Terms of Reference if required to do so by the Council.

2. Authority

- 2.1. The Committee is authorised by the Council to manage any activity within its Terms of Reference.
- 2.2. The Committee is authorised by the Council to obtain external legal or other professional advice and to secure the attendance of anyone it considers has relevant experience, expertise or knowledge with the agreement of the Chairman of the Council and the Chairman of the Planning & Transport Committee.
- 2.3. The committee is authorised by the council to determine the council's response to planning applications, and questions and queries relating to roads and transport issues.
- 2.4. The committee is authorised by the council to approve expenditure as deemed necessary up to a maximum of £300, without reference to a meeting of the full council.

3. Membership

- 3.1. The Committee shall be appointed by the Council from amongst its Members and shall consist of not less than five Members and not more than seven.
- 3.2. The Committee shall elect a Chairman for the municipal year at its first meeting in every year.
- 3.3. The Clerk to the Council is the Secretary to the Committee.

4. Attendance at Meetings

- 4.1. The quorum necessary for the transaction of the business of the Committee shall be at least one half of the Members and not less than three.
- 4.2. Any member of the committee who is unable to attend must send apologies to the clerk prior to the day of the meeting. Members will agree whether the reason for absence is acceptable.
- 4.3. Other Members of the Council shall have the right of attendance at meetings of the Committee but without the right to speak unless invited to do so by the Chairman, and not to vote.

5. Frequency of Meetings

- 5.1. Meetings shall normally be held monthly, and at least eight times a year.

5.2. Additional meetings may be called by the Council or by the Chairman of the Committee

6. Responsibilities

- 6.1. To review and determine the council's response to all planning applications made within the parish, and to authorise the clerk to respond to the appropriate planning authorities.
- 6.2. To nominate a "lead" member in each ward, to whom the clerk will normally pass planning documents received by post.
- 6.3. To arrange, where appropriate, personal visits to the properties involved in order to feed back to other members at the meeting.
- 6.4. To consider all matters arising in connection with roads and transport, and determine appropriate responses. To instruct the clerk to send such responses to the appropriate authorities or others.

7. Reporting Procedures

- 7.1. The unconfirmed minutes subject to the confirmation of the Chairman of the Committee shall normally be reported to the Council meeting following the Committee meeting, and considered at the next Committee Meeting.
- 7.2. Where the Chairman of the Committee considers this to be impractical the minutes shall be circulated to all members of the Council as soon as possible.

To be Adopted by Washington Parish Council on 08.05.17