

PLANNING AND HIGHWAYS COMMITTEE TERMS OF REFERENCE

Members

- Membership shall consist of seven Council members who shall be appointed at the Annual Council Meeting
- The Chairman and Vice Chairman of the Committee shall be appointed at the Annual Council Meeting.
- Councillors may join during the year if authorised by the Council
- Members from outside bodies may be invited to join the Committee. These persons do not have a right to vote or to move or second a motion
- Three members or one-third of the Committee shall constitute a quorum for meetings whichever is the greater

Frequency of Meetings

Monthly or as otherwise determined by the Council, to expedite the work of the Committee.

Decision/Delegated Powers

1. To consider and respond to all applications for planning permission and planning appeals referred to the Council by Local Planning Authorities.
2. To consider all matters relating to Highways and Parking. Listed Building Consents, Buildings of Special Architectural Interest, Historic Buildings, and the Conservation Area.
3. To identify, comment upon and refer to the relevant authorities any matter considered to be in breach of planning permission.
4. To consider and comment on all planning matters relating to the Parish of Galleywood and advise the Council, as necessary.
5. To comment upon and monitor Tree Preservation Orders and to seek approval for further TPO's if deemed necessary.
6. To agree the Annual Open Space Plan of annual plan of maintenance. To refer all financial matters to the Finance and Resources Committee.
7. To consider and comment on Winter Tree Planting and any other planting/maintenance projects.
8. To respond to all relevant consultation documents relating to planning and associated matters.
9. To review the Parish Plan, Planning Framework periodically and at least every five years.
10. The Committee is authorised to establish Working Groups and Sub-Committees and to appoint advisors as and when necessary to assist in its work.
11. The Committee is authorised to agree Extra-ordinary meetings.
12. Sub-Committees shall be chaired by a Councillor and have agreed Terms of Reference set by the Committee.
13. Advisors shall have no voting rights.

Agendas and Minutes will be provided to all Parish Councillors, City and County Councillors representing Galleywood Parish Council.

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| Date effective from: | May 2022 |
| Last review date: | 16 May 2024 |
| Next review: | May 2025 |
| Committee: | ANNUAL COUNCIL |