

## PLANNING & HIGHWAYS COMMITTEE - TERMS OF REFERENCE

### 1. Delegation

- 1.1 Stratton St Margaret Parish Council has agreed to adopt the Terms of Reference for the Planning & Highways Committee at the Full Council Meeting on the 15 May 2024 and has recorded the decision within the minutes.
- 1.2 Stratton St Margaret 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 FIFTEEN Councillors who shall be appointed each year at the Annual Parish Council Meeting.
- 2.2 The quorum of the Committee will be FIVE members.

### 3. Procedures

- 3.1 The Committee will operate within Stratton St Margaret Parish Council's Standing Orders, Financial Regulations and Local Government Law.
- 3.2 At the first meeting of this Committee of the Council year, the Committee shall elect a chairman and vice chairman for this Committee for the forthcoming year from amongst its membership. The Chairman and Vice Chairman may be re-elected.
- 3.3 The Committee will agree the minutes of its meetings at the next appropriate meeting of this committee.
- 3.5 The Parish Clerk or appointed Officer will provide administrative support for the Committee

### 4. Meeting Dates

- 4.1 The schedule of meetings shall be agreed at the Annual Parish Council meeting.
- 4.2 The Committee shall meet monthly in the Meadowcroft Community Centre, Addison Crescent, Upper Stratton, Swindon, SN2 7JX unless otherwise agreed.

### 5. Committee Functions

The Committee shall:

- 5.1 Act as a Statutory Consultee on behalf of the Parish of Stratton St Margaret in all planning matters related to the Parish.
- 5.2 Exercise the powers and duties of Stratton St Margaret Parish Council in respect of the powers conferred to it from time to time under the Town and Country Planning Acts and the Orders and Regulations made under them.



- 5.3 Decide Stratton St Margaret Parish 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 Stratton St Margaret Parish Council at site meetings, public enquiries and at any planning or highway related group or organisation to represent Stratton St Margaret Parish 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 and related legislation.
- 5.7 Consider the effects of developments on the public transport system.
- 5.8 Ensure careful scrutiny and monitoring 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 Parish enhancement schemes and local conservation.
- 5.12 Make representation to Swindon Borough Council on behalf of Stratton St Margaret Parish Council to secure Section 106 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 within Stratton St Margaret.
- 5.16 Actively promote and protect all footpaths, bridleways and other Rights of Way in Stratton St Margaret.