



Planning Committee – Terms of Reference

1. Delegation

- 1.1. Highworth Town Council will consider renewing these Terms of Reference at its Annual Council Meeting each year.
- 1.2. Highworth Town Council has agreed to adopt the Planning Committee Terms of Reference at its Annual Council Meeting held on Tuesday 16 May 2023 and recorded the decision under Minute 7.

2. Membership

- 2.1. The Planning Committee shall consist of a minimum of 5 and maximum of 9 Councillors who shall be elected each year at the Annual Council Meeting. If not Members of the Committee in their own right, the Chairman and Deputy Chairman will be Members of the Committee for the duration of their term of office with voting rights.
- 2.2. The quorum of the Planning Committee will be 1/3 or 3 of the Committee Members in line with Standing Order 4d (viii).

3. Procedures

- 3.1. The Committee will operate within Highworth Town Council's Standing Orders, Financial Regulations and Local Government Law.
- 3.2. At the Annual Council Meeting Highworth Town Council shall elect a Chairman and Deputy Chairman for this Committee, if considered appropriate, for the forthcoming year from amongst its appointed Membership. The Chairman and Deputy Chairman may be re-elected.
- 3.3. The Committee will agree the Minutes of its Meeting at the next appropriate Meeting of this Committee. Minutes will be noted at Full Council, circulated to all Councillors and published on the Council Website.
- 3.4. The Committee will set a budget to the Council for the forthcoming financial year at the appropriate Meeting in October.
- 3.5. The Clerk or the appointed Officer will provide administrative support for the Committee.

4. Meeting Dates

- 4.1. The Schedule of Meetings shall be agreed at the Annual Council Meeting and the Committee shall meet at least annually

5. Committee Functions - The Committee shall:

- 5.1. Act as a Statutory Consultee on behalf of Highworth in all planning matters related to the town.
- 5.2. Exercise the Powers and Duties of Highworth Town 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 Highworth Town Council's responses to consultations on planning applications received from Swindon Borough Council on statutory and non-statutory planning policy documents.
- 5.4. Select from its Membership a person or persons to represent Highworth Town Council at site meetings, public enquires and at any planning or highway related group or organisation to represent Highworth Town Council's previously agreed views.
- 5.5. Consider and take action on all matters that are of a general nature relating to the Town and Country Planning Acts and Legislation.
- 5.6. Consider the effects of developments on the public transport system.
- 5.7. Ensure careful scrutiny and monitoring regarding the expansion of commercial activities in or close to residential areas to ensure the noise levels and smells will not be intrusive and that any proposals are not detrimental to the visual amenity of the area.
- 5.8. Monitor and comment upon, where appropriate, the proposed erection of telecommunication masts, powerlines and other similar structures.
- 5.9. Encourage a close working relationship with neighbouring areas on planning issues that may affect the communities.
- 5.10. Participate with public and private sector interests in Parish Enhancement Schemes and Local Conservation.
- 5.11. Make representation to Swindon Borough Council on behalf of Highworth Town Council to secure Section 106 funding where possible.
- 5.12. Actively liaise with the relevant departments at Swindon Borough Council in all matters related to planning and highway issues.
- 5.13. Consider and formulate a response if appropriate on highway and transportation consultations and information documents from relevant authorities and organisations.
- 5.14. Consider and take action on all other matters that are of a general nature relating to highway network within Highworth.
- 5.15. Actively promote and protect all footpaths, bridleways, and other Rights of Way in Highworth.