

**CHARVIL PARISH
COUNCIL
PLANNING,
ENVIRONMENT AND
HIGHWAYS COMMITTEE
TERMS OF REFERENCE
2018**

NEXT REVIEW DUE MAY 2025

Charvil Parish Council

Planning, Environment and Highways Committee

Terms of Reference

1. MEMBERSHIP

Charvil Parish Council members will be appointed to the Planning, Environment and Highways Committee (the Committee) each year at the Annual Meeting of the Council. The Council will elect a Committee Chairman and Vice Chairman at the Annual Meeting and a maximum of four other members, including either the Chair or Vice Chair.

The Clerk will administer the Committee and be the point of contact for members of the public. The Clerk will report to the Full Council regarding the Committee's activities and plans and any other relevant issues.

The Committee is authorised to establish sub-committees and working groups which may meet informally; however, these will be advisory only and any decisions must be taken by the Committee as described herein.

The Committee can make recommendations to Full Council for expenditure on Planning, Environment or Highways matters when necessary. However, the Committee is authorised to spend sums on items which have already been approved by the Council in its annual budget.

2. QUORUM

For the meeting to be quorate there must be at least three councillors present. If any member of the Committee knows in advance that they cannot attend they must let the clerk know so that, if there is a danger of the meeting being inquorate, the clerk can ask another councillor outside the Committee to attend to allow the meeting to go ahead. They will attend as an ordinary member.

3. MEETINGS

The Committee will meet once each month, at dates to be agreed by Full Council. Minutes from the meeting will be taken by the Clerk who will distribute these to CPC with the agenda for the next CPC meeting. The Parish Clerk or the Chairman of the Committee may call additional Committee meetings or an extra-ordinary meeting of the Full Council as and when necessary to ensure that all Planning Applications received can be discussed and replied to within the permitted timescale.

4. PLANNING

4.1 Planning Powers

Charvil Parish Council is a statutory consultee to the Local Planning Authority, Wokingham Borough Council, for all planning applications that relate to the Parish. The Committee is constituted to consider and to respond on behalf of the Full Council in respect of such applications.

The Committee has delegated authority from the Full Council to:

- i) make representations to Wokingham Borough on applications for planning permission which have been notified to the Parish Council. If such applications are deemed to have a village-wide importance, the Committee will take its recommendations to Full Council for ratification;
- ii) make representations in respect of appeals against the refusal of planning permission;
- iii) identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations;
- iv) monitor, review and, where necessary, make recommendations to Full Council for amendments to the planning consultation procedure;
- v) deal with any other planning related matter that the Full Council considers appropriate to be referred to the Committee.
- vi) Where applicable, refer applications to the Borough Councillors for listing;
- vii) where applicable, advising on any changes to Tree Preservation Orders proposed by Wokingham Borough Council;
- viii) noting any applications for tree works requested under a Tree Preservation Order and advising Full Council accordingly;
- ix) recommending any new Tree Preservation Orders that the Committee feel would be of benefit to Charvil.

4.2 Planning Applications

Planning applications shall be circulated to Committee members within five days of the Meeting by the Parish Clerk. The applications may be viewed on the Planning Portal at WBC.

The Committee will ensure that any planning comments received prior to the meeting, from any relevant parties, applicants and objectors, for planning applications (not including enforcement notices) are considered at the meeting. All planning applications, the responses and eventual results shall be noted in Council minutes.

4.3 Responses

The Parish Clerk will communicate to the Borough the Committee's decision in respect of applications considered. Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing. Wherever possible, a member of the Committee will be nominated to attend Planning Authority's meeting, as necessary. All correspondence will be conducted through the Parish Clerk.

5. ENVIRONMENTAL

CPC has delegated the responsibility and authority to the Committee to examine all Environmental matters within the Parish, and to make recommendations to Full Council on any further action. This will include:

- i) liaising with the Borough on issues raised in the Country Park and Charvil Meadows and on improving recycling within the Parish, and any other relevant matters that arise;
- ii) liaising with other environmental groups as and when necessary;

6. HIGHWAYS

The Full Council has delegated the responsibility and authority to the Committee to examine all Highways matters within the Parish, and to make recommendations to Full Council on any further action. This will include:

- i) the authority to liaise with the police about speeding and other road safety issues;

- ii) the authority to decide when to move the Speed Indicator Unit to other locations, and to choose such locations;
- iii) to make recommendations and advise CPC on issues such as road adoption and road safety issues within the parish;

7. REVIEW

These terms of reference are to be reviewed annually.