



# Kessingland Parish Council

## Terms of Reference for the **Planning & Highways Committee**

### Governance

The Planning & Highways Committee is appointed by and solely responsible to Kessingland Parish Council. The Committee's duties, as set out in these terms of reference, are defined and agreed by Full Council, which may vote, at any time, to modify, remove or increase the Committee's terms.

### Meetings

Meetings are to be held as and when required to consider planning matters, on a quarterly basis one of these meetings will consider Highways matters in conjunction with the Suffolk County Councillor for the Kessingland area as well as an officer from SCC Highways.

When a meeting is not deemed necessary, delegated authority has been given to the Clerk and Administration/Committee Clerk to circulate to this committee any planning applications whereby Kessingland Parish Council are required to submit a consultee response, via email. Any comments from committee members will be submitted back to the Clerk and Administration/Committee Clerk and should no queries arise they are delegated to inform the Planning Department within the time allocated of the decision of the Council. All committee members will report directly back to the Clerk thereby avoiding discussion between members. When queries arise, it may be necessary for the Chair to call a meeting to discuss the application.

### Membership

The Committee will consist of a minimum of five councillors and will elect a Chair and Vice-Chair as its first business at the first meeting subsequent to the Annual Meeting of the Council in each year. Any elected committee member can preside, by agreement, in the absence of a Chair. The quorum will be three councillors. The Chair and Vice-Chair of the Council will have automatic membership and full voting rights.

All other members of the Council have the right to attend the meeting and make representations on the matters being discussed however only committee members have the right to vote.

## Record of Proceedings

The Committee will meet as required to fulfil the responsibilities below. Written minutes will be taken to record the Committee's decisions and will be received at the next full Council meeting. The Clerk will be responsible for arranging the recording and distribution of the minutes. All decisions will be relayed to the relevant planning authority by the Clerk or in the Clerk's absence another suitable staff member or councillor.

## Responsibilities

### Planning

The Committee has delegated authority from the Council to make a Council Decision regarding responses on planning matters to the appropriate planning authorities and any other relevant parties. This will include delegated authority to fulfil the following responsibilities:

- To consider and provide a response, to the relevant Planning Authority, to all planning applications when notified under the Local Government Act 1972 Section 20, Schedule 16 or otherwise, regardless of their size, controversial nature or effect on the area.
- To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breached of planning regulations.
- To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure.
- To comment on licensing applications and other licensing matters when notified or otherwise alerted.
- To comment on street naming consultations and similar matters relating to the identity of the area when notified or otherwise alerted, taking into account related land ownership issues.
- To comment on planning and environment consultations including those from statutory bodies and those notified through the Suffolk Association of Local Councils LAIS service and advise the Council of any significant legal or policy developments.
- To comment on external consultations on behalf of the Council unless that duty has been delegated to another committee or officer or cannot be delegated by Parish Council.
- To make recommendations on Kessingland Parish Council planning policies including neighbourhood planning.

- To establish sub-committees and working groups, as required for significant planning or environment matters, such as for progressing neighbourhood planning.

## Highways

The Committee has delegated authority from the Council to fulfil the following responsibilities:

- Monitor highways, footpaths, bridle ways, cycle paths and street lighting within the parish and report issues and encourage parishioners to report issues.
- Communicate with parishioners over highways, footpath and transport issues.
- To liaise with Suffolk County Council and East Suffolk Council on any item relating to:
  - i. Roads & road safety including parking issues
  - ii. Pavements
  - iii. Passenger transport services
  - iv. The local footpath & bridleway network
  - v. The local cycle path network
  - vi. Street lighting
  - vii. Any other issue relating to highways, footpaths & public transport.
- To liaise with Suffolk Constabulary in particular over highways, footpaths and traffic management issues.
- To comment on rights of way and other highways consultations and similar matters when notified or otherwise alerted, taking into account related land ownership issues.
- To respond to consultations on public transport issues and to make representations where necessary.
- Consider the use of Community Infrastructure, Section 106 and Community Partnership monies for transport initiatives and make recommendations to Finance & Governance or Parish Council.
- Monitor village Public Rights of Way to ensure their continued use.
- To consider and recommend improvements which could be made to Highways and Footpaths within Kessingland to enhance connectivity and accessibility.
- Manage the Council's Speed Indication Device(s) and their day-to-day operation.

## General

- To consider environmental and climate emergency issues in relation to Planning, Highways and Public Transport issues and provision and to liaise with the Climate, Culture, Community and Development Committee regarding these matters.

## Record of Amendments

03/23 Amended to increase the delegated spending authority from £250 to £500.

12/24 The following section was removed from the policy as not relevant.

*Allocate and manage budgets for within the Car Park Maintenance and VAS sections of the budget or the Events Working Party Reserve up to £500 as long as that payment does not exceed the maximum amount of the budget. Payments exceeding this amount require authorisation from the Finance & Governance Committee for amounts up to and including £5,000 or Full Council itself for amounts over £5,000*

12/24 Amendment to wording, Monitor village Public Rights of Way to ensure survival.

09/25 At the meeting of this committee held on 17<sup>th</sup> September the following motion was agreed: *When a meeting is not deemed necessary, delegated authority has been given to the Clerk and Administration and Committee Clerk to circulate to this committee any planning applications whereby Kessingland Parish Council are required to submit a consultee response, via email. Any comments from committee members will be submitted back to the Clerk and Administration and Committee Clerk and should no queries arise they are delegated to inform the Planning Department within the time allocated of the decision of the Council. All committee members will report directly back to the Clerk thereby avoiding discussion between members. When queries arise, it may be necessary for the Chair to call a meeting to discuss the application.*