



Rushmere St. Andrew Parish Council

www.rushmerestandrew.onesuffolk.net

"Seek The Common Good"



PLANNING AND TRANSPORTATION COMMITTEE

TERMS OF REFERENCE

1. Introduction

- 1.1 It will be the responsibility of the Planning and Transportation Committee to fulfil the objectives of the parish council on matters relating to planning applications, highways issues, transport, strategic housing developments and requirements of the Neighbourhood Plan.
- 1.2 Rushmere St Andrew Parish Council is an entirely independent constituted organisation which works alongside East Suffolk District Council and Suffolk County Council. The parish council recognises the significance of those partner agencies and the importance of liaising with organisations responsible for delivering housing, infrastructure, highways and transport.

2. Governance

- 2.1 The P&T committee is appointed by, and solely accountable to, Rushmere St Andrew Parish Council. The committee's duties and functions as set out in these terms of reference are defined and agreed by Full Council and that any proposed variation of the terms of reference shall be voted on at Full Council.

3. Meeting Arrangements

- the committee will meet four times a year within the working calendar of the parish council
- additional meetings of the P&T Committee may be convened at any time in order to deal with planning (and/or TPO) applications which merit more detailed discussion
- by exception, the chair of the parish council may call a full public meeting to discuss a planning matter or transport issue likely to have a significant effect on the parish
- meetings will be held in either the Village Hall, Tower Hall or some other suitable venue within the parish which the Clerk or Assistant Clerk will arrange.
- Minutes will be taken by the Clerk or Assistant Clerk.

4. Delegated Authority

- 4.1 The Planning and Transportation Committee has delegated authority to approve spending for the responsibilities of the P & T committee s in accordance with the P&T budget set by the parish council at its Annual Budget Setting meeting.



Rushmere St. Andrew Parish Council

www.rushmerestandrew.onesuffolk.net

"Seek The Common Good"



5. Sub-groups and Working Panels

- 5.1 The P&T committee has authority to appoint sub-committees and / or working panels. Persons who are not parish councillors may be asked to join sub-committees and working panels where such persons are able to offer guidance and expertise.
- 5.2 A sub-committee or working panel shall have a minimum of three councillors and up to three non-councillor members. A chairman will be elected and meetings will be held on a similar basis to full committee meetings.

6. Dealing with Planning and Tree Preservation Order (TPO) Applications

- 6.1 Rushmere St Andrew Parish Council authorises the Planning and Transportation Committee to consider planning and TPO applications in one of two ways. Where possible, consideration and decision will be made by delegated authority. More complex applications will be dealt with by convening a meeting of the Planning and Transportation Committee or Working Panel.

7. Dealing with Planning and TPO applications by Delegated Authority

- 7.1 Upon receipt of a request from East Suffolk Council, the clerk or assistant clerk will notify the chair of the P&T committee.
- 7.2 Outline details of the planning or TPO application will be sent by email to all councillors and they will be advised that it is intended to deal with the application by delegated authority. Councillors who wish to make representation should do so by responding to the clerk or assistant clerk in the given time frame.
- 7.3 In the case of a TPO application it may be prudent to speak with the applicant. Where possible the Tree Warden (or appointed councillor) will visit the location. Councillors are reminded that the Parish Council is a consultee in the process of dealing with TPO applications. In communication with applicants, it is vital to state that, whilst East Suffolk Council Planning Department receives our comments it is they who make the decision whether to approve or refuse an application.
- 7.4 For all applications dealt with by delegated authority to the chairman of the P&T Committee taking comments received by members of the P&T Committee in consideration before reaching a delegated decision.
- 7.5 The decision reached will be either one of "no objection" or "objection". In both cases, suitable supporting comments may be made including reference



Rushmere St. Andrew Parish Council

www.rushmerestandrew.onesuffolk.net

"Seek The Common Good"



to planning policies of East Suffolk Council and the parish Neighbourhood Plan.

8. Timescales

- 8.1 In order to fulfil its commitment, as a primary consultee in the planning process, the P&T committee must work to deadline dates. The parish council permits the P&T committee to form and call ad-hoc planning meetings as required. All councillors will be notified of a proposed. Notification of a proposed committee meeting will be posted on Parish Notice Boards, the Parish Web Page and Social Media.

9. Purpose

- 9.1 Rushmere St Andrew Parish Council is a statutory consultee in the process of dealing with planning applications lodged with East Suffolk Council. The P&T committee is given responsibility for dealing with these matters. Rarely, a planning matter likely to affect the community on a large scale, may be referred to full council for decision.
- 9.2 All matters of transportation are discharged to the P&T committee. This includes roads, roadside drainage and footways. The committee will deal with Quiet Lanes, road safety and speed reduction issues and receive reports from Speedwatch and SID data logging devices.
- 9.3 Public transport offers the only form of transport for some residents. The P&T committee will be responsible for ensuring that the best possible service is maintained throughout the parish. The parish council will appoint a representative to liaise with bus operators and the Suffolk County Council bus passenger forum.

10. Aims

- 10.1 The parish council aims to provide an environment where people are able to safely move around. Primarily most journeys are made by car. This has a bearing on the safety of other road users such as pedestrians, cyclists, horse-riders and users of mobility scooters etc.
- 10.2 Some roads in the parish are extremely busy at certain times of the day. Besides the issue of volume of traffic there are some roads where average speeds are close to or above the parish-wide speed limit of 30 mph. An important aim of the P&T committee is to promote all aspects of road safety, including liaison with the Police and Suffolk County Council Highways Department



Rushmere St. Andrew Parish Council

www.rushmerestandrew.onesuffolk.net

"Seek The Common Good"



11. Responsibilities

11.1 The Planning and Transportation Committee will be responsible for dealing with:

- planning applications made with East Suffolk Council
- tree preservation order applications made through East Suffolk Council
- enforcement issues and other planning matters
- the Neighbourhood Plan
- highway matters, including drainage and vegetation control
- footway issues
- liaison with the Speedwatch team
- the Speed Indication Devices (SIDs) – their deployment and analysis of data collection

12. Delivery

12.1 The P&T committee will advise on the appointment of representatives to liaise with authorities and organisations dealing with planning, transport and highway issues.

12.2 These include representation on:

- The Road Safety Forum of the East Suffolk Community Partnership
- Suffolk County Council Bus Forum
- SAVID (Safer Village Driving)

12.3 Representatives may be appointed to other transport and highway organisations.

In all other aspects the Parish Council's standing orders will regulate the procedures of the Committee.