# Terms of Reference – Planning and Environment Committee.

Members shall comprise of five Parish Councillors who will be appointed each year at the Annual Parish Council meeting.

Quorum for the Committee shall be three members with one officer in attendance. The officer is the Parish Clerk who will minute the meetings.

The Chair and Vice Chair of the Committee shall be decided by the Chair of the Parish Council.

The Committee shall meet at least once a year and then as and when required.

The agenda is to be prepared by the Clerk in conjunction with the committee Chair and will be displayed no later than three working days before the date of the meeting.

## Purpose.

1. Advise and make recommendations to the Parish Council on any matters relating to planning and the environment, which may include:

* Open spaces
* Tidiness
* Accessibility of footpaths
* Maintenance and potential replacement of Street furniture
* Waste bins.
* Any potential environmental risks (e.g. flooding) and impact on community.
* Local development plans
* Matters related to public consultations, referendum, policies, grant applications and other elements which may form part of the Neighbourhood Planning Process.

1. Recommend to the Parish Council’s Finance Committee an appropriate budget provision for, the current and coming financial years, for items within the committees remit.
2. To consider and make decisions on any matters affecting planning and the environment within the exception of items clearly excluded under section 2 below.
3. To exercise the powers delegated to the committee on behalf of the Parish Council as set out in section 2 below.
4. To identify any breaches of planning applications.
5. To deal with any other planning related matters that a meeting of the full council considers to be appropriate to be referred to the committee.

## Delegated Authority.

### For Decisions on Behalf of the Parish Council.

Concerning the detailed operation and management of the Environment, but excludes final decisions on:

* Major improvements to the Environment.

### To Incur expenditure on Behalf of the Parish Council.

On items of a routine and repetitive nature, which have already been accounted for within the agreed budget or were a previous minuted decision of the Council whilst being in accordance with the Financial Regulations. The Clerks emergency power for expenditure may be utilised in emergency situations of a maintenance or a Health and Safety nature.