

**TERMS OF REFERENCE**  
**PLANNING AND HIGHWAYS COMMITTEE**

**Mission Statement**

The Planning and Highways Committee is mindful of the historic nature of the town and the natural beauty of its surroundings. It seeks to preserve the heritage that has been entrusted to the people of Shaftesbury for the benefit of future generations. It gives careful consideration to all planning applications received in consultation with local planning and government guidance so that it might give a well informed and considered opinion to the Planning Authority.

The Committee seeks to promote the conservation of the best of the historic built environment and the best possible design for any new development, including means of integration with the old town.

**Delegation**

1. Shaftesbury Town Council has agreed to adopt the Planning and Highways Committee Terms of Reference at its meeting held on 31<sup>st</sup> May 2016 and has recorded the decision under Minute FC13.
2. Shaftesbury Town Council will consider renewing these Terms of Reference each municipal year.

**Planning Policy**

1. To take the lead in developing the Town Council's overall strategy for the development and conservation of Shaftesbury
2. To develop a local development framework for Shaftesbury taking into consideration the District Council's Local Development Framework when doing so and when considering planning matters.
3. To be familiar with and bear in mind planning policy statements pertaining to Shaftesbury and the Planning Policy Statements when dealing with planning policy.
4. To consider and respond to:
  - Local Planning Policies
  - Neighbourhood Planning
  - Any proposals relating to Planning referred to the Council by the District and County Councils
  - Any item specifically referred by Full Council

**Procedures**

1. The committee will operate within Shaftesbury Town Council's Standing Orders
2. At the first meeting of the Committee, if not already done at the Annual Meeting, it shall elect a chairman and vice-chairman for this Committee for the forthcoming year from amongst its members. The Chairman and Vice-Chairman may be re-elected.
3. The committee will submit its minutes of meetings for adoption at the next ordinary meeting of the Committee.

4. The Committee shall submit a draft budget and / or project considerations for the forthcoming financial year during September for inclusion in the budget setting process.
5. The Town Clerk will provide administrative support for the Committee.
6. Where applications are received and time constraints prohibit the calling of a meeting of the Committee, the Town Clerk and Committee Services Officer shall have delegated authority to collate the collective views of the Committee members to submit a response on behalf of the Committee to the Planning Authority.

### **Meetings**

1. The schedule of meetings shall be agreed at the Annual Meeting.
2. The Town Council Planning and Highways Committee will meet at least once in each six week cycle of meetings including once during recess in August and December, a total of eleven meetings in the municipal year.
3. Additional meetings may be required to satisfy the time constraints of the Planning Authority.
4. Six Councillors will be members of the Committee. The quorum of the Committee shall be three.
5. There will be a public consultation period within each meeting.

### **Remit**

The Planning and Highways Committee has the delegated authority to discuss, debate and record Town Council observations on planning applications, licenses and highway matters and to relay such observations direct to the relevant Planning Authority in time for these to be taken into account by them in their decision making process.

### **Terms of Reference**

1. To act as a Statutory Consultee on behalf of the Town of Shaftesbury in all planning matters relating to the Town
2. Exercise the powers and duties of Shaftesbury Town Council in respect of the powers conferred to it from time to time under the Town and Country Planning Acts, the Localism Act and the Orders and Regulations made under them.
3. Decide Shaftesbury Town Council's responses to consultations on planning **and tree** applications received from higher tier authorities and forward them in writing to the respective planning authority.
4. Where tree applications are received and the time constraints prohibit the calling of a meeting of the Committee, the Town Clerk shall have delegated authority to collate the collective views of the Committee members to submit a response on behalf of the Committee to the Planning Authority.
5. To comment on any development outside the town's settlement boundary which may have an impact on the town.
6. The Committee will consider all matters relating to the preservation of trees and report accordingly to the Planning Authority.

7. Make recommendations to the higher tier authorities on statutory and non-statutory planning policy documents.
8. Select from its membership a person or persons to represent Shaftesbury Town Council at site meetings, public enquiries and at any planning or highway related group or organization to represent Shaftesbury Town Council's previously agreed views.
9. To consider and take action on all other matters that are of a general nature relating to the Town and Country Planning Acts, the Localism Act and related legislation.
10. To consult with interested individuals and organisations within the town and to ensure that all legitimate concerns are taken into consideration.
11. To consider the effects of developments on the public transport system.
12. Careful scrutiny and monitoring shall be undertaken regarding the expansion of commercial activities in or close to residential areas to ensure that noise levels and smells will not be intrusive and that any proposals are not detrimental to the visual amenity of the area.
13. To monitor and comment upon, where appropriate, the proposed erection of telecommunication masts, power lines and other similar structures.
14. To encourage a close working relationship with neighbouring areas on planning issues that may affect the communities.
15. Participating with public and private sector interest in Town enhancement schemes and local conservation.
16. To review and comment on car parking areas in order to ease the congestion in the town, in consultation with the higher tier authorities and other interested bodies.
17. To review and comment on street lighting, internally illuminated signs, street furniture and signage, in consultation with the Recreation, Open Spaces and Environment Committee and County Council.
18. To comment on drainage problems, in consultation with the Highway Authority and Wessex Water.
19. To make representation to the higher tier authorities on behalf of Shaftesbury Town Council to secure Section 106 funding and / or Community Infrastructure Levy investment where possible.
20. To actively liaise with the relevant departments at the higher tier authorities in all matters related to planning and highway issues and cycleway matters.
21. To have lead responsibility for all Shaftesbury 'internal' cycleways, with the Full Council retaining oversight of the Shaftesbury to Gillingham Cycleway Project.
22. To consider and formulate a response if appropriate on highway and transportation consultations and information documents from relevant authorities and organisations.
23. To consider and take action on all other matters that are of a general nature relating to the highway network within Shaftesbury.
24. To contribute to the development of Shaftesbury's Neighbourhood Plan.

25. To take the necessary action to refer enforcement matters to the relevant tier authority and to pursue such matters until a resolution has been reached.
26. To comment on matters relating to the provision of Gypsy and Traveller sites.
27. To encourage and promote energy efficiency and renewable energy in the town.
28. The Planning and Highways Committee shall, where appropriate and where directed by Full Council, appoint working groups to consider any matters within its Terms of Reference.

Adopted 4<sup>th</sup> July 2017