

# **Terms of Reference of the Sway Planning and Transport Committee**

**(as amended and approved by Sway Parish Council on 25 August 2016)**

1. The Committee to comprise a minimum of four Councillors appointed by the Parish Council. Three voting members of the Committee shall constitute a quorum.
2. The Committee shall elect a Chair and a Vice Chair annually.
3. All members of the Committee are required to be aware of personal interests, to disclose any possible personal interests and to withdraw from the meeting where there is a prejudicial interest.
4. The Parish Council's Tree representative to represent the parish on matters relating to Tree Preservation Orders and Tree Works in Sway and to report on applications and issues, Where the Tree Representative is not a Parish Councillor, they will be a co-opted non-voting member of the Committee.
5. The Parish Council's Transport Representative to represent the parish on matters relating to the provision of public transport in Sway and to report any significant issues or changes to those services. Where the Transport Representative is not a Parish Councillor, they will be a co-opted non-voting member of the Committee.
6. The Parish Council's Community SpeedWatch (CSW) representative to represent the parish on matters relating to Community SpeedWatch in Sway and to report on latest activities and issues. Where the CSW representative is not a Parish Councillor, they will be a co-opted non-voting member of the Committee.
7. Subject to the approval of the full Council, the Committee may co-opt additional members up to a maximum of 3. Such co-opted members would not have voting rights.
8. To meet whenever possible on the second Thursday of each month and for such meetings to be open to the public.
9. The Chair to report to the next appropriate meeting of the Parish Council.
10. To make recommendations and comment on planning applications to the New Forest National Park Authority, including those for Lawful Development Certificates, General Permitted Development Certificates and Change of Use Classes, as appropriate.
11. To consider any applications for outdoor advertisements, signs and Temporary Event Notices that are brought to the committee's attention in a timely manner.

12. To monitor Planning Inspectorate Appeals and, where appropriate, to respond on behalf of the Parish Council.
13. To monitor the work of the New Forest National Park Authority Planning Development Control Committee and to represent Sway Parish Council at their meetings where appropriate.
14. To monitor the Planning Authority Enforcement List and, where appropriate, to respond in a timely manner on behalf of the Parish Council.
15. To monitor all issues relating to roads, hedges and ditches on behalf of the Parish Council and, where appropriate, to liaise with Hampshire County Council and property owners.
16. To monitor applications for both works to trees protected by Tree Preservation Orders and new applications for Tree Preservation Orders and to comment as appropriate.
17. To consider any Parish tree work covered by, or applied for under, a Tree Preservation Order (or that needs to be referred to the Highways Authority). The full Parish Council to cover any tree issues on, or adjacent to, any of the recreation grounds and other areas for which the council is responsible.
18. To monitor CANGO usage and booking service and consider any recommendations that may help to improve its uptake and continued existence.
19. To monitor Community SpeedWatch activities and consider any recommendations that may help reduce speeding and improve road safety in the civil parish of Sway.
20. To review and input on planning control, transport and related policy matters, and consultations issued by the New Forest National Park Authority and other appropriate bodies.
21. To liaise with the Friends of Sway Station on all matters relating to the upkeep of Sway Station and its immediate environment.
22. To authorise any individual item of expenditure up to £200 in respect of matters relating to planning and/or transport issues. Any expenditure proposals above that amount to be referred to the Parish Council for approval.
23. A list of the planning applications and tree applications to be considered shall be placed on the Parish notice board and on the Parish Council website no less than 72 hours before the start of each meeting.