



Planning & Highways Committee Terms of Reference

1. Delegation

- 1.1 Haydon Wick Parish Council (The Council) has agreed to adopt the Planning & Highways Committee Terms of Reference at Full Council on the 19th May 2026.
- 1.2 The Council will consider renewing these Terms of Reference at its Annual Council meeting each year.

2. Membership

- 2.1 The Committee shall consist of a maximum of NINE Councillors.
- 2.2 Councillors shall be elected each year at the Annual Parish Council Meeting. This includes the Chairman and Vice-Chairman as Ex-Officio members with no voting rights unless they are an active member of this committee.
- 2.3 At the risk of being inquorate the Chairman and Vice Chairman, as Ex-Officio members, will be asked to attend – with voting rights.
- 2.4 Any vacancies which occur during a Council year will be filled by seeking nominations from the Full Council.
- 2.5 The quorum of the Planning & Highways Committee will be FOUR Members.
- 2.6 As per the Council's Standing Orders [4(b) and 4(c)] membership may include non-Councillors with no voting rights.

3. Procedures

- 3.1 The Committee will operate within Haydon Wick Parish Council's Standing Orders, Financial Regulations and all the relevant legislation for local government.
- 3.2 At the Annual Council meeting it shall elect the Chairman and Vice Chairman for this Committee for the forthcoming year. The Chairman and Vice Chairman may be re-elected.

- 3.3 The Committee will agree all minutes of meetings to the next appropriate meeting of the Committee.
- 3.4 The Chief Officer/Clerk or appointed Officer will provide administrative support for the Committee.

4. Meeting Dates

- 4.1 The schedule of the times and dates of programmed meetings for the year shall be agreed by the Full Council.
- 4.2 The Committee shall meet in the Council Chamber, Council Offices, Thames Avenue, Haydon Wick SN25 1QQ unless otherwise agreed, or blended/remotely, if and when legislation permits.

5. Committee Functions

The Committee shall:

- 5.1 Act as a Statutory Consultee on behalf of the Council in all planning matters related to the Parish.
- 5.2 Exercise the powers and duties of the 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.
- 5.3 Decide the Council's responses to consultations on planning applications received from Swindon Borough Council and forward them in writing to that planning authority.
- 5.4 Make recommendations to Swindon Borough Council on statutory and non-statutory planning policy documents.
- 5.5 Select from its membership a person or persons to represent the Council at site meetings, public enquiries and at any planning or highway related group or organisation to represent the Council's previously agreed views.
- 5.6 Consider and act on all other matters that are of a general nature relating to the Town and Country Planning Acts, the Localism Act and related legislation.
- 5.7 Consider the effects of developments on the public transport system.
- 5.8 Ensure 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.

- 5.9 Monitor and comment upon, where appropriate, the proposed erection of telecommunication masts, power lines and other similar structures.
- 5.10 Encourage a close working relationship with neighbouring areas on planning issues that may affect the communities.
- 5.11 Participate with public and private sector interests in enhancement schemes and local conservation.
- 5.12 Make representation to Swindon Borough Council on behalf of the Council to secure Section 106/CIL funding where possible.
- 5.13 Actively liaise with the relevant departments of Swindon Borough Council in all matters related to planning and highway issues.
- 5.14 Consider and formulate a response if appropriate on highway and transportation consultations and information documents from relevant authorities and organisations.
- 5.15 Consider and take action on all other matters that are of a general nature relating to the highway network.
- 5.16 Develop, oversee and contribute to the development of a Haydon Wick Neighbourhood Plan if considered appropriate.
- 5.17 Actively promote and protect all footpaths, bridleways and other Rights of Way in the parish.

Version Control

HWPC Planning & Highways Committee	Georgina Morgan-Denn Chief Officer/Clerk to Council		Next Review:
		Adopted May 2025 Minute Ref: AFC 020	May 2026
		Adopted May 2026 Minute Ref: AFC XXX	May 2027