



Adopted by Full Council on: 9th July 2024

Review Date: January 2026

Author: Town Clerk

Version: Two

TERMS OF REFERENCE

PLANNING AND HIGHWAYS COMMITTEE

1.0 Purpose

1.1 The purpose of the Planning and Highways Committee is to consider, and respond to, planning applications as a statutory consultee to South Gloucestershire Council on all planning applications that relate to the parish area. In addition, the Committee will consider matters related to the public highway, and public realm, within the parish of Kingswood, as laid down in these terms of reference.

2.0 Membership

2.1 The Committee shall comprise of six members. In addition, either the Chair or Vice Chair of the Council will attend the meetings in an ex-officio capacity. The committee quorum is three. The Planning and Highways Committee will be elected annually at the Annual Council Meeting. The Planning and Highways Committee will elect a Chair and Vice Chair at its first meeting after the Annual Council Meeting.

3.0 Meetings

3.1 The meetings of the Planning and Highways Committee will meet monthly to ensure that planning applications can be responded to within their three-week response time. The calendar of Planning and Highway Committee meetings shall be confirmed at the first meeting after the Annual Meeting of the Council. When a full council meeting coincides with a date for a Planning and Highways Committee, then planning applications will be referred to the full council meeting instead.

3.2 The Town Clerk or the Chairman of the Planning and Highways Committee may call additional Planning and Highways Committee meetings as and when necessary to ensure that all Planning Applications received by Kingswood Town Council can be discussed and replied to within the required timescale.

3.3 Public notice of meetings will be given at least three clear days before the Planning and Highways Committee meeting. Planning and Highways Committee meetings will include a public participation session to enable applicants and members of the public to comment on planning applications included on the agenda.

3.4 The agendas for the Planning and Highways Committee, will be circulated to all Planning and Highways Committee members and all other members of Kingswood Town Council for information, at least 3 clear days before the meeting.

3.5 Minutes of all Planning and Highways Committee meetings will be recorded by the Town Clerk and circulated at the Full Council meetings. All planning applications, the responses and eventual results shall be noted in the minutes of Full Council but will not be open for further discussion / decision.

3.6 The Town Clerk will communicate to South Gloucestershire Council the Committee's recommendation in respect of applications considered.

4.0 Functions and Delegated Authority

4.1 The Planning and Highways Committee of Kingswood Town Council is constituted to consider and to respond on behalf of the Council in respect of such planning applications. The Planning and Highways Committee has an obligation to ensure that any comments received, prior to the meeting, from any relevant parties, applicants and objectors, for planning applications (not including enforcement notices) are considered at the meeting.

4.2 Where there are planning applications that are deemed to have a significant impact in Kingswood, the Town Clerk, in consultation with the Chair of the Planning and Highways Committee and the Chair of the Council, will agree that the matter be referred to full council instead of the Planning and Highways Committee.

4.3 In relation to planning applications, the Planning and Highways Committee shall also:

- a) make representations in respect of appeals against the refusal of planning permission;
- b) identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations;
- c) monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure;
- d) deal with any other planning related matter that a meeting of the Full Council considers appropriate to be referred to the Planning and Highways Committee.

4.4 The Planning and Highways Committee has other delegated powers:

- To consider and comment on Pavement and Premises Licences
- To consider and comment on Tree Preservation Orders

- To consider and comment on Highways matters that include parking, transport and travel, traffic calming measures,, speed limits, pedestrian crossing and road safety, including Community Speed Watch Schemes
- To consider and comment on Active travel that includes cycle networks, footpaths, pavements and rights of way
- To suggest new names for new streets – see guidance notes below.
- To suggest locations for the siting of town council owned or managed public realm: notice boards, defibrillators, litter bins, dog waste bins, street furniture, commemoration benches or similar, floral displays and planters. In this instance the committee will make a recommendation to full council, for further discussion. However, the committee will invite other councillors with an interest in these matters to the committee meeting where such matters are being discussed.

4.5 For any matter with a budget implication to be referred to full council for a decision, based on the committee not having its own budget.

5.0 Standing Orders of the Council

5.1 Standing Orders of the Council shall also apply to the Planning and Highways Committee insofar as they are appropriate.

1.0 PROCEDURE FOR THE NAMING OF STREETS IN KINGSWOOD

1.1 Kingswood Town Council recognises that it does not have statutory powers relating to the naming and numbering of streets within the town. This rests with South Gloucestershire Council, which uses sections 17 and 19 of the Public Health Act 1925 for the purpose of naming streets.

1.2 However, Kingswood Town Council is a consultee and will use its influence wherever possible in pursuit of the objectives below.

1.3 Maintaining a comprehensive standard for street naming is important as it allows

- Emergency services to find a property quickly
- Post to be delivered efficiently
- Visitors to locate their destination
- Reliable delivery of goods and services
- Records of service providers to be help in an efficient manner
- Public bodies able to work form one office address data base.

1.4 Kingswood Town Council would prefer street names to have some local relevant, such as local geographical features, or local historic connections. Names could also include local sporting heroes, or military personnel, both living and deceased.

1.5 It should avoid using names that are difficult to spell or pronounce.

1.6 Avoid repetition of use (ie avoid Langley Road, Langley Drive, Langley Avenue)

1.7 To avoid confusion, do not use a name that is already in use in the area.

1.8 No punctuation marks are to be used in the name.

1.9 If the council wishes to name a street after a person, it must ensure:

- If the person is alive, then permission must be sought from the person to use their name
- If the person is deceased but has died within the last fifty years, permission is needed from their family
- If the person died more than fifty years ago permission is not required from the family.

1.10 Kingswood Town Council will keep a log and publish it, giving reasons for the choice of names.