



Terms of Reference for the Planning and Transportation Committee

Introduction

1.1 Rushmere St Andrew Parish Council is a statutory consultee in the process of dealing with planning applications lodged with East Suffolk Council.

1.2 The Planning and Transportation Committee is responsible for fulfilling the Parish Council's objectives relating to planning applications, highways issues, transport, strategic housing developments, and the requirements of the Neighbourhood Plan.

Governance

2.1 The Planning and Transportation Committee is appointed by and solely accountable to Rushmere St Andrew Parish Council. Its duties and functions are defined and approved by the Full Council.

2.2 Meetings will be publicised with a minimum of three clear working days' notice, excluding weekends and bank holidays, as required by the Standing Orders. Notices will be posted on the parish noticeboards and website.

2.3 The committee shall consist of at least seven Parish Councillors. A quorum will be three members. All Parish Councillors may attend committee meetings and participate in public forum discussions.

2.4 The committee may be granted temporary delegated powers under Section 101 of the Local Government Act 1972 to act on specific items as resolved by the Full Council.

Meeting Arrangements

3.1 The committee will meet up to four times a year within the Parish Council's working calendar. Additional meetings may be convened as required.

3.2 The Officers of the Parish Council will provide full administrative support for the committee.

3.3 All meetings will be conducted in accordance with the Parish Council's Standing Orders, ensuring public and press access unless a resolution to exclude them is made for confidential matters.



Responsibilities

4.1 The committee has delegated authority to approve planning responses within its remit, in accordance with policies set by the Parish Council during the annual planning review process. Any planning decisions beyond the committee's delegated authority must be referred to Full Council.

4.2 The committee is responsible for overseeing and managing the following areas:

a. To consider and provide a response to the relevant Planning Authority to all planning applications when notified under the Town and County Planning Act 1990 Sch 1 para 8. Or otherwise, regardless of their size, controversial nature or effect on the area. In considering matters before it, the committee will have mind to:

Material Considerations which includes referring to NPPF (national planning policy framework), Suffolk Coastal Local Plan and Rushmere St Andrew Neighbourhood Plan.

- b. To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breached of planning regulations.
- c. To comment on licensing applications and other licensing matters when notified or otherwise alerted.
- d. To comment on street naming consultations and similar matters relating to the identity of the area when notified or otherwise alerted.
- e. To comment on rights of way and other highways consultations and similar matters when notified or otherwise alerted.
- f. To establish sub-committees and working groups, as required for significant planning or environmental matters.
- g. To deal with all matters of transportation including roads, roadside drainage, footways, quiet lanes, road safety and Speed watch.
- h. To make representations to bus operators and Suffolk County Council bus passenger forum in relation to public transport.
- i. To liaise with the Speed watch team, including the responsibility for the deployment of Speed Indication Devices and the analysis of data collection.
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Financial Oversight and Procurement

5.1 All procurement and spending decisions must comply with the Parish Council's Financial Regulations, including obtaining competitive quotations where required:

- Expenditure over £3,000 requires at least three quotations.
- Contracts over £60,000 require a formal tendering process.

5.2 The committee shall:

- Ensure spending aligns with budgetary allocations.
- Submit regular financial reports to Full Council for review.

5.3 Emergency spending of up to £2,000, necessary for public safety or service continuity, may be authorised by the Clerk or Responsible Financial Officer (RFO) and reported to Full Council as soon as practicable.

Public Participation

6.1 Members of the public are welcome to attend committee meetings and participate in the public forum for a maximum of three minutes per individual, up to a total of 30 minutes per meeting. This aligns with the Parish Council's Standing Orders.

6.2 Public questions may be answered at the meeting or referred to a future meeting or written response if additional information is required.

Quorum and Membership

7.1 The quorum for committee meetings shall be three members. If a quorum is not met, no official business shall be transacted.

7.2 Substitute members may be appointed by the Full Council to maintain functionality during absences, ensuring that the committee can carry out its duties effectively.

Delegated Responses

8.1 Delegated authority is given to the chair to provide a response to planning applications if insufficient time or quorum is not available to convene a meeting of the planning and transport committee.



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8.2 For applications dealt with under delegated responses comments will be received by members of the Planning and Transport Committee for consideration before reaching a delegated decision. Comments from members of the public will also be taken into consideration.

Monitoring and Review

9.1 The committee's performance and effectiveness shall be reviewed annually by the Full Council. Adjustments to the Terms of Reference may be made as needed to reflect evolving responsibilities and ensure compliance with legislation.

9.2 These Terms of Reference shall be reviewed annually and presented to the Full Council for approval.

Last Reviewed: February 2026

Next Review Due: February 2027