



Title	TERMS OF REFERENCE
Committee/Group	Planning & Transportation Committee
Status	ADOPTED
Date	14 th May 2024

1.0 Purpose of the Planning Committee

The Committee will act on behalf of the Parish Council in respect of all planning, transport and other infrastructure issues which directly or indirectly may affect the Parish and to monitor S106 and Community Infrastructure Levy (CIL) contributions.

2.0 The Committee shall normally comprise of 8 members of the Parish Council.

3.0 The quorum of the Committee shall be 3 members.

4.0 **Voting** - Only the members of the Committee may vote at a meeting. In the case of an equal vote the Chairman of the Committee shall have a second or casting vote.

5.0 The Committee will meet monthly on Tuesdays toward the end of each month.

6.0 The meetings will take place in the Binfield Parish Council meeting room.

7.0 Key responsibilities of the committee are:

7.1 The Planning & Transportation Committee is responsible for formulating the Parish Council's responses to planning and transportation consultations by Central Government, Bracknell Forest Borough Council and other statutory planning authorities as and when required.

7.2 The Planning & Transportation Committee is responsible for considering planning applications falling within, or affecting the Parish of Binfield, and is authorised to make recommendations or submissions, on behalf of Binfield Parish Council, to Bracknell Forest Borough Council, or other statutory planning authority.

7.3 The Committee is delegated to make decisions on planning applications and other appropriate matters directly to the relevant planning authority without further reference to a full meeting of the Council.

8.0 Operational Responsibilities

8.1 To study relevant plans, visit relevant sites and consider any comments from members of the public before submitting responses. These may be recommend approval, recommend refusal, observations or consider no objection.

8.2. To take note of decision notices and respond to Bracknell Forest Council to promote the best interests of the Parish and its residents.

8.3 To submit comments and recommendations regarding tree applications to the Borough Council and to take note of decision notices in respect of tree applications received from the Borough Council.

8.4 To ensure that any objections or recommendations are based solely on planning criteria.



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- 8.5 To consider consultations and correspondence regarding planning issues including the infrastructure of the parish and beyond, which may have an impact on planning at local, regional or national level, and to respond on the Parish Council's behalf as appropriate.
- 8.6 To take note of any new legislation or regulations, changes in policy or other developments affecting the planning process, and any briefings received, and to participate in any relevant training.
- 8.7 To liaise with the Bracknell Forest Council, and Royal Borough of Windsor & Maidenhead, other Town and Parish Councils and any other groups, sub groups or organisations regarding planning issues and other issues, including the infrastructure of the parish and environmental improvement schemes, which might have an impact on planning and transport.
- 8.8 To consider reports from residents on any planning or transportation issues and determine appropriate responses including referral to other community groups.
- 8.9 The Planning & Transportation Committee has no fiscal responsibility or budget allocated. Any item requiring funding must be referred to Full Council.