

# PLANNING AND COMMUNITY COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	01.01.16	No	Original Version
1.1	10.05.16	Yes	
1.2	10.05.22	Yes	Added frequency of meetings
1.3	28.02.23	Yes	Membership increased from 9 Councillors to 10 at FC (28.02.23)

**1. TYPE OF COMMITTEE =>** Standing Committee

**2. PARENT COMMITTEE =>** Full Council

**3. SIZE =>** 10 Councillors

**4. DUTIES AND POWERS**

**4.1. MEETINGS**

Meetings of the standing committee will take place 13 times each year, approximately every four weeks. This is in order to effectively review the volume of planning applications received over the year.

**4.2. TERMS OF OPERATION**

- a. To represent the interests of Woodley people by commenting upon all planning issues, including Development Briefs, Local Plans, Structure Plans, Development Control, Planning Appeals, Mineral Extraction and Waste Disposal and to make site visits where necessary.
- b. To disseminate information on planning issues to Woodley people and to encourage their participation in responding to consultations on planning matters.
- c. To use full delegated authority to exercise the Town Council’s statutory right to be consulted and to make representations to the local planning authority on planning applications.
- d. To consider the environmental impact of planning proposals in Woodley and adjacent parishes.
- e. To propose new street names and maintain and review a list for that purpose.
- f. To be authorised to appoint sub committees and/or working parties to deal with matters delegated to the committee and to delegate such powers as vested in the committee.
- g. To oversee arrangements for the Council’s views to be presented to the local planning authority where an application has been listed by a Borough Councillor for consideration by Wokingham Borough Council Planning Committee. These arrangements to be in line with the Council’s policy (FC 24/6/13 Min No 31) that such a presentation be undertaken by a Town Councillor for the ward in which the application is situated; if that is not possible a member of the Plans Committee will

make the presentation.

- h. To receive notification of:
  - i. planning applications
  - ii. planning decisions
  - iii. planning appeals
  - iv. consent for tree works
  - v. enforcement matters
  - vi. neighbour consultations
  - vii. permitted development certificates
  - viii. other matters relating to the planning process
- i. To promote and encourage the use of public transport services, to meet the needs of Woodley residents and traders, either directly or by liaison with existing operators and to support improved facilities for the disabled, pedestrians and cyclists.
- j. To provide facilities to help and advise the public directly or through voluntary agencies, such as the Citizens Advice Bureau.
- k. To represent the interests of Woodley people by co-operation and liaison with other statutory authorities, voluntary organisations and enterprises which provide service to them [excluding recreational and planning issues].
- l. To respond to consultations from statutory bodies and other organisations providing services in the town on matters within the Committee's remit.
- m. To liaise with any bodies providing, or intending to provide, housing for rent in Woodley or to Woodley people.
- n. To consider any other matters of interest to Woodley people, within the Committee's remit, making recommendations to the Strategy and Resources Committee if unplanned expenditure is required.
- o. To recommend to the Strategy and Resources Committee the committee's requirements for revenue estimates.
- p. To monitor and manage the Committee's budgets and be authorised to transfer funds between each expenditure head, within a location, to meet unexpected expenditure within the powers delegated to the committee.
- q. To review nominations for the annual Citizens Awards and appoint the award winners.
- r. To receive and review applications for annual grants and make recommendations to the Strategy and Resources Committee on the grants to be made.
- s. To be authorised to appoint sub-committees and working parties to deal with matters delegated to the committee and to delegate such powers as vested in the committee.
- t. To discourage waste and to promote the recycling of materials and the use of such materials wherever appropriate.

- u. To consider, where appropriate, the environmental impact on decisions being made by the Committee.
- v. To consider and make representations, where appropriate, on environmental issues within Woodley that may have an adverse effect on residents.