



## **Moreton-in-Marsh Town Council**

### **Terms of Reference**

#### **PLANNING & INFRASTRUCTURE COMMITTEE**

**Recommended by Planning & Infrastructure Committee: 24<sup>th</sup> June 2021**

**Approved by Council: 30<sup>th</sup> June 2021**

**Reviewed by Council 11<sup>th</sup> July 2023**

The Committee has the power to make decisions on behalf of the Council and to spend/manage the Committee budget allocated by Council annually.

Number of Seats:	7
Chairman:	To be elected by Committee for the year, or as necessary
Vice-Chairman	To be elected by Committee for the year, if required, or as necessary.
Quorum:	3
Term of Office:	To be reviewed annually at the Annual Council Meeting
Meeting frequency:	Every 3 weeks
Budget:	£0 budgeted for 2023-24

#### **DUTIES, POWERS & RESPONSIBILITIES**

1. To consider and respond timely to planning applications as a statutory consultee, planning related correspondence, consultations and reports with due regard to the development of the town's infrastructure and character.
2. To consider and respond to local, regional or national strategic planning and infrastructure issues with all relevant authorities and agencies that may impact Moreton-in-Marsh Parish, or make recommendations to Council as appropriate.
3. To identify and report to the Council potential (S106/CIL) monies that may be available to be allocated for the benefit of the town.

4. To report any believed planning infringements to Cotswold District Council.
5. To create sub-committees and working groups (e.g. Neighbourhood Plan Working Group) as required with appropriate Terms of Reference and appoint community and/or business representatives onto the sub-committees as necessary in non-voting roles.
6. Identify training requirements of Committee members.
7. To draft and review the following policies<sup>1</sup> relevant to the Committee for agreement by Council:  
  
Snow and Ice Clearance Policy  
Trash Screen Risk Assessment  
Workman's RA
8. Power to authorise members to contact or communicate with third parties in accordance with Standing Order 25.
9. Power to spend sums in the current budget as agreed for the year and within Financial Regulations, following approval (minuted) by the Committee.
10. To review its 3 year forecast of revenue and capital receipts and payments prior to November to inform preparation of budget proposals for revenue and expenditure for consideration by the Finance & Governance Committee by the end of November in each year, prior to recommendation to Full Council. (e.g. CIL Forecast)
11. Oversee and manage the Committee's data security in support of General Data Protection Regulation (GDPR) legislation.
12. To provide appropriate guidance and information to support the Clerk in replying to Freedom of Information (FOI) and Data Information enquires/requests as required.
13. All members of the Committee must meet the legislative requirements for membership of a Council Committee.
14. All members of the Committee must abide by the Council's Standing Orders, Code of Conduct and relevant policy requirements.
15. To appoint the Chair of the Neighbourhood Development Plan (NDP) Working Group as a Representative on the Planning and Infrastructure Committee (approved Council 10.9.18)

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<sup>1</sup> Taken from the Policies Index spreadsheet