**TERMS OF REFERENCE FOR THE PLANNING AND TRANSPORT COMMITTEE**

**(as amended by the Parish Council on the 26 September 2013)**

1. The Committee to comprise of 6 Councillors appointed by the Parish Council. Three members of the Committee shall constitute a quorum.
2. The Committee shall elect a Chairman and a Vice Chairman annually.
3. All members of the Committee are required to be aware of personal interests, to disclose any possible personal interests and to withdraw from the meeting where there is a prejudicial interest.
4. The Parish Council’s Transport Representative to represent the parish on all matters relating to the provision of public transport in Sway and to report any significant issues or changes to those services. Where the Transport Representative is not a Parish Councillor, they will be a co-opted non-voting member of the Committee.
5. Subject to the approval of the full Council, the Committee may co-opt additional members up to a maximum of 3. The co-opted members would not have voting rights.
6. To meet whenever possible on the second Thursday of each month and for such meetings to be open to the public.
7. The Chairman to report to the next appropriate meeting of the Parish Council.
8. To make recommendations and comment on planning applications to the New Forest National Park Authority, including those for Lawful Development Certificates, General Permitted Development Certificates and Change of Use Classes.
9. To consider any applications for outdoor advertisements and signs.
10. To monitor Planning Inspectorate Appeals and, where appropriate, to respond in a timely manner on behalf of the Parish Council.
11. To monitor the work of the New Forest National Park Authority Planning Development Control Committee and to represent Sway Parish Council at their meetings where appropriate.
12. To monitor the Planning Authority Enforcement List and, where appropriate, to respond in a timely manner on behalf of the Parish Council.
13. To monitor all issues relating to roads, hedges and ditches on behalf of the Parish Council and, where appropriate, to liaise with Hampshire County Council and property owners.
14. To monitor applications for both works to trees protected by Tree Preservation Orders and new applications for Tree Preservation Orders and to comment as appropriate.

15. To consider any Parish tree work covered by, or applied for under, a Tree Preservation Order (or that needs to be referred to the Highways Authority). The Amenities Working Group to cover any tree issues on, or adjacent to, any of the recreation grounds and other areas which that Working Group covers.

1. To review and input on planning control, transport and environmental policy matters and consultations issued by the New Forest National Park Authority and other appropriate bodies.
2. To liaise with the Friends of Sway Station on all matters relating to the upkeep of Sway Station and its immediate environment.
3. To authorise any individual item of expenditure up to £200 in respect of matters relating to planning and/or transport issues. Any expenditure proposals above that amount to be referred to the Parish Council for approval.
4. All correspondence with outside bodies should be conducted through the Clerk to the Parish Council.
5. A list of the planning applications and tree applications to be considered shall be placed on the Parish notice board and on the Parish Council website no less than 72 hours before the start of each meeting.