



BURGHFIELD PARISH COUNCIL

Terms of reference for the Infrastructure Committee

1. Authority

The Infrastructure Committee is appointed by, and solely responsible to Burghfield Parish Council. The Committee's duties are defined and agreed by the Parish Council, which may vote, at any time, to modify the Committee's powers. A minimum of 10 meetings per year are to be held with additional meetings as required

2. Membership

The Committee will consist of no fewer than 5 elected Parish Councillors. The election of a Chairman will be the first business transacted to preside over future meetings – to be re-elected each year following the Annual Parish Council meeting. Quorum will be no fewer than 3 elected members. An additional 3 persons, who are not members of the Parish Council, may be co-opted to the committee to provide expertise and guidance on specific issue for a limited time. Co-opted members will not have voting rights. The Chairman & vice Chairman of the Parish Council will have automatic membership and full voting rights.

3 Records of Proceedings

The Committee will meet as detailed above. Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors for information and adoption at the next Parish Council meeting. The Parish Clerk will be responsible for arranging the distribution of the Agenda & Minutes. Minutes will be recorded by the Clerk. The minutes will be published on the Parish website.

4 Responsibilities

The committee is responsible for an overview of the following aspects specifically: -

1. To consider and respond to all applications for planning permission and planning appeals referred to Parish Council by Local Planning Authority
2. To consider all matters relating to Listed Building Consents, Buildings of Special Architectural Interest, Historic Buildings and the Conservation Area
3. To identify, comment upon, and refer to the relevant authorities any matters considered to be in breach of planning permission
4. To consider and comment on all planning matters relating to the Parish of Burghfield and advise the Parish Council as necessary

5. To comment upon and monitor Tree Applications, Tree Preservation Orders and to seek approval for further TPOs if deemed necessary
6. To respond to all relevant consultation documents relating to planning and associated matters
7. To review the Planning Framework periodically and at least every 3 years.
8. The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.
9. To commit to engage with residents and developers for pre-application consultation as far as is reasonably practical.
10. To actively promote the needs of the Parish for Section 106 contributions and determine future schemes within the parish
11. To identify, comment upon, and refer to the relevant authorities any Highways matters considered to require attention within the parish
12. To give consideration and actively promote energy saving measures, conservation and provision of energy within the parish, particularly when determining planning applications before the committee.
13. To actively consider and promote the public transport needs of local parishioners.