

Planning & Highways Group Terms of Reference

Reviewed by Full Council on 29.05.2025

Members

1. Membership shall comprise of not less than 6 members.
2. Members of the Group are established at the Annual Meeting of the Council.
3. The Group Chair is established at the Annual Meeting of the Council.
4. The Group shall elect a Vice-Chair for each council year.
5. Co-opted members may join during the year if authorised by the Council.
6. Three or a 1/3rd, whichever is the greater, of the total membership of the Group shall constitute a quorum for meetings.

Frequency / Format of meetings

1. The Planning & Highways Group meets three-weekly on a Wednesday evening at 7.30pm.
2. Meetings are held remotely, using Zoom.
3. Members of the public are welcome to attend the meetings to make representations in relation to any items on the agenda, a 10 minute period is included at the beginning of the meeting for this purpose.
4. If members of the public are unable to attend the meeting remotely, they can make their representations known to officers or councillors who will report on their behalf at the meeting.

Delegated Powers

As per the Standing Orders, the Planning and Highways Group is appointed to consider planning, highways and licensing applications and related matters. The Clerk and Assistant Clerk have delegated authority to submit observations to Waverley Borough Council or Surrey County Council, as appropriate, following consideration of matters by the Planning and Highways Group. The Group has no budgetary responsibilities.

Its primary aims:

1. To assess planning applications submitted to Waverley Borough Council.
2. To fulfil a consultative role in assessing planning applications; The Planning Committees of Waverley Borough Council make the final decisions. Waverley Planning Officers prepare reports and make recommendations to members that permission be refused or granted.
3. To fully utilize members local knowledge and to allow enough time to look at all the planning applications relevant to the area.
4. Members of the Planning & Highways Group are allocated plans by the Assistant Clerk and are asked to make reasonable endeavours to visit the application site.
5. The Clerk / Assistant Clerk can also advise the Chair of the advisability of a Full Council site visit. This normally occurs on planning applications that involve large scale development, are potentially contentious, or unusual.
6. Member(s) of the Planning & Highways Group would normally be expected to prepare a response to any consultative document relating to planning, design, local plans, waste, or minerals.
7. To monitor the effectiveness of the Witley Neighbourhood Plan (WNP) and ensure that responses to planning applications are in conformity with the WNP policies.
8. The Planning & Highways Group has also the responsibility for:
 - Highways matters affecting the parish.
 - Localism projects.
 - Occasional heritage projects such as the restoration of milestones within the parish
 - Liaison with outside bodies in relation to the responsibilities of the Committee e.g. Conservation Area Consultations

Next Review Date: 28th May 2026