



COLEHILL TOWN COUNCIL

HIGHWAYS, PLANS & THE ENVIRONMENT COMMITTEE **TERMS OF REFERENCE**

Under Standing Order 4 the Council may set up standing committees.

1. Name

The name of the standing committee shall be the Highways, Plans & the Environment Committee.

2. Purpose

a) To consider matters relating to the following:

Highways, including: highways safety; street furniture.

Planning, including: undertaking the council's role as a statutory consultee for planning applications; matters relating to Tree Preservation Orders.

Environment, including: biodiversity actions, climate emergency actions, conservation and litterpicks, land management plans for Council owned land, including improvement plans for Oliver's Park and Coombes Wood.

b) To approve changes to **risk assessments** that fall within the scope of this committee, such as those for Oliver's Playground and Council Woodlands.

c) To approve costs incurred within the limits specified in Financial Regulations. Any expenditure above the specified limits to be referred to Council for approval. Associated items must not be disaggregated to avoid the specified limits.

d) The Clerk may, at their discretion, decide to take any matter to Council rather than this Committee if required due to timing of meetings, or importance of topic.

e) To establish any working groups deemed necessary to progress work on any topic within the scope of this committee, in line with our Working Group Protocol.

3. Membership

A minimum of 5 Members appointed by Council, including the Chair & Vice-Chair of Council who are ex-officio Members, together with substitute members who will be called on to replace any members unable to attend, as specified in Standing Orders.

The quorum shall be three.

4. Officers

The Chair and Vice-Chair of the Committee will be elected by the Committee.

5. Meetings

The ordinary meetings of the Committee will be determined by the Clerk, typically every 4 to 6 weeks.

6. Delegation for Planning Responses

Where responses are required to a planning application and it is not possible due to timing for either this Committee or the Council to discuss, then powers to respond are delegated to the Town Clerk, who will formulate appropriate wording in conjunction with the Chair and Vice-Chair of this committee.

Version History

Date	Summary of Changes
3/2/26	Council name changed to Colehill Town Council, removing reference to the Dirt.

This Terms of Reference will be reviewed annually, last review 3rd February 2026, next review due February 2027.