



Sudbury Town Council

Planning, Development and Highways Committee - Terms of Reference 2026

Purpose of the Committee

1. Planning, Development and Highways Committee is established to ensure planning consultations are dealt with in a timely manner and to co-ordinate all matters relating to proposed development, including the Local Plan. It also oversees all those matters within the Council's remit which relate to highways, roads, street lighting, car parking, cyclepaths, footpaths and bridleways.
2. The Committee will consist of eight members appointed by the Full Council. The Mayor will be an additional ex-officio member, without voting rights. The Committee will normally meet on every other Monday commencing at 6.30pm.
3. The Committee may appoint working groups whose terms of reference and members shall be determined by the Committee. Members of working groups may include non-councillors.
4. The committee has delegated authority from the Council to fulfil the following responsibilities (including spending within its approved budget):
 - a. **Planning**
 - Consideration of all planning consultations received relating to Sudbury and determination of the Council's response to the planning authorities.
 - Consideration of the decisions of the local planning authorities in respect of local planning applications.
 - Consideration of local street naming proposals, planning appeals, planning appeal decisions and planning enforcement cases.
 - b. **Development**
 - Monitoring and advising the Town Council on new development proposals.
 - Drafting any local plan for Sudbury.
 - Commenting on the local plans and local public transport for surrounding areas.
 - c. **Highways**
 - Repair, maintenance and improvement of highways.
 - Repair, maintenance and improvements of cyclepaths, footpaths and bridle ways.
 - Repair, maintenance and improvements of street lighting.
 - Car parking and residents' parking schemes.



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- Waiting restrictions and traffic orders.
- Road safety and speed reduction schemes
- Renaming and renumbering of streets.
- Street cleansing.
- Collection and disposal of refuse.

5. The Committee must produce a budget each year to cover forecast expenditure for all these areas for approval by the Full Council. Any proposed unbudgeted expenditure will require approval of the Finance Committee.

6. The committee delegates to the Town Clerk the authority to respond to planning application and consultations when a response is required before the next meeting. In these circumstances, the Town Clerk should email the details to all committee members asking for their thoughts on the subject. If members feel that an extraordinary committee meeting is necessary, they should summon one in accordance with Standing Order 6, and the Town Clerk will not respond to the planning application until after the extraordinary meeting.