

Terms of Reference for the Planning Committee



Type & Function: Committee of the Council
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Adopted: 15th May 2023
To Be Reviewed: May 2024

<p>Quorate Three voting committee members</p>	<p>Voting Members Five members appointed by the Town Council and one ex-officio position (either Chairman or Vice-Chairman of the Town Council)</p>
<p>Meeting Officer Deputy Clerk</p>	<p>Meeting Location and Frequency To meet in the Committee Room once a month</p>
<p>Non-Voting Members The Committee will have no non-voting members appointed to it.</p>	
<p>Aim and Roles Aim: To act as a statutory consultee to the Planning Authority for all planning applications, license applications and alterations to the highway that are in or relate to the Town Council’s area.</p> <p>Roles The roles of the Committee are to:</p> <ol style="list-style-type: none"> i. Consider all planning applications and appeals on behalf of the Town Council and make responses. ii. Consider issues relating to license applications in the Town Council’s area and, where appropriate, respond on behalf of the Town Council. iii. Consider issues relating to major alterations to the highways in the Town Council’s area. iv. Manage the response of the Council to consultations relating to planning, highways or licensing matters (e.g. Local Plan, national policy consultations, major highways schemes, etc.). 	
<p>Budgetary Control The Committee has no budgetary control.</p>	
<p>Annual Procedural Business The Committee has no annual procedures.</p>	
<p>Delegated Powers of the Committee Members will be advised by the meeting officer (see above) whether or not a particular item under discussion is within the Committee’s delegated powers. If it is, the minutes</p>	

will then record the decision as **“RESOLVED”**. If it is not, then the minutes will show the decision as **“RECOMMENDED”**. The business will then appear on the next appropriate agenda of Council for consideration at which the Chairman of the Committee may wish to introduce the item before Council considers it.

- a. Make observations on all planning applications and submit those observations to the Planning Authority, and when necessary hold meetings with residents, developers or Planning Officers to assist with the formulation of those observations.
- b. Receive notification of any licensing applications and make any observations the Committee deems necessary.
- c. Keep a watching brief on any licensing issue referring any concerns back to the licensing authority.
- d. Consider any issue relating to the major alterations of highways (streets and pavements) and make any observations the Committee deems necessary.
- e. Respond to all consultations on planning related matters and to take part in any discussions which could result in changes to the Local Development Plan, Local Development Framework, Planning Policy Guidance, Conservation Areas, Town & Country Planning Act, etc.
- f. Act on behalf of the Council to appoint a representative to attend Planning inquiries/appeals and to make representations in respect of appeals against the refusal of planning permission.
- g. Communicate on behalf of the Town Council with the Planning Inspectorate in relation to planning issues in the Town Council’s area.
- h. Identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.
- i. To ensure that all members of the Committee have received at least a minimal level of training in relation to planning and the legislation pertaining to it.
- j. To provide the principle authority with suggestions for road names or to act on behalf of the Town Council should a request be received to change a road name.