

Planning Committee

Terms of Reference

MEMBERSHIP:

- Eight Councillors and/or the Chairman or Vice- Chairman
- Membership of the Committee will be decided at the Annual Meeting of the Town Council
- First meeting to elect chair of Planning Committee
- A quorum will be three members
- Invite developers, City Council Planners and other agencies and organisations as required.

MEETINGS:

- The Committee will meet every month but may conduct business about routine planning matters by email as required;
- A record of all planning applications, the responses of the Town Council and the decisions taken by the planning authority will be recorded in the minutes of the Town Council;
- The Clerk will Minute all meetings of the Planning Committee and the recommendations of the Planning Committee will be considered by Town Council including commentary of the reasons for the recommendation and subsequent decision

DELEGATED POWERS AND RESPONSIBILITIES – PLANNING DEVELOPMENT &

POLICY: The Committee has delegated powers to consider all planning applications and to:

- consider in detail planning applications, commercial developments and any strategically important application and to make recommendations to the Town Council how it should respond to each planning application;
- study relevant plans, visit relevant sites and consider any comments made by other statutory consultees and the local community before coming to a decision;
- consider whether to canvass opinion for and against applications to assist with a fair determination of these applications;
- ensure that all relevant parties are given an adequate hearing if requested in accordance with the Town Council's standing orders;
- ensure that any objections or recommendations are based solely on material planning criteria;
- consider environmental aspects when considering planning applications;

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- consider and respond to any planning policies, strategies and consultations and to make recommendations to the Town Council on its response;
- to identify and make representations to the relevant authorities any enforcement action or matters considered to be breaches of planning regulations;
- attend planning training sessions as offered by the planning authority and to read all important documentation to ensure that the Committee is aware of current legislation and regulations.