

Planning and Development Committee

Terms of Reference

Composition: 12 Elected Members.

Purpose

To consider and make recommendations in respect of all planning and environmental issues relating to the parish and surrounding area.

Responsibilities

1. To make representations to the Local Planning Authority on any planning application referred to the Town Council and on any other planning or environmental issue that impacts on the parish or the surrounding area.
2. To consider and make recommendations to the Town Council on any development plan or strategy relating to the parish or the surrounding area.
3. To liaise, where appropriate, with any potential developer, agency or interest group.
4. To make representations in respect of appeals and enforcement actions.
5. To make recommendations to the Local Highway Authority on any matters relating to the public highway or any other access issues that will impact on the parish and surrounding area.
6. To make recommendations to the Public Transport Authority or any other Agency on matters relating to public and community transport that will impact on the parish and surrounding area.

Governance

1. The Committee will make decisions by majority vote. In the event of a tie the Chair will have a casting vote. The quorum for the meeting is one third of the voting members (4).
2. The Committee Chair and Vice-Chair to be elected at the Annual Town Council meeting in May annually.
3. The Committee should meet at least four per year.
4. The Committee will report to the Full Council.
5. The Committee is authorised to incur expenditure on behalf of the Town Council (where provision has already been provided within the revenue budget) on matters connected to its planning and environmental responsibilities.

- 6.** The Town Clerk is authorised to take the appropriate action(s) to implement the decision(s) made by the Committee.

Dated: 10 June 2023