

## Terms of Reference Planning and Development Committee

**The Council may discharge its business through standing committees, whose terms of reference are**

*To consider, make recommendations and reach decisions for implementation on the following functions / services for which the Town Council has sole responsibility:*

### **Planning Committee**

The Town Council is a statutory consultee on planning applications and is normally given 21 days to respond.

In the event of receipt of a strategic planning application the Chief Officer, in consultation with the Chair of the Planning and Development Committee, will refer the application to Council for consideration and response.

The Planning and Development Committee has delegated powers to:

- To consider, make representations to the Local Planning Authority on applications for planning permission which have been notified to the Council.
- To make representations in respect of appeals against the refusal of planning permission.
- To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations
- To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure.
- To deal with any other planning related matter that a meeting of the full Council considers appropriate to be referred to the Planning Committee.
- To make representations to the Local Licensing Authority on applications for License in respect of Street Licenses, Premises Licenses etc.

Note: In the event of the Planning Committee being inquorate or the deadline for responses being prior to the next meeting of this committee or Full Council the Chief Officer, in consultation with the Chair and or Vice-Chair of the Planning and Development Committee has delegated powers to respond / make representations in writing on the aforementioned points and that the Chair or in their absence the Vice-Chair will be appointed to represent the Town Council on planning related matters.

Representation on and liaison with other bodies on which a committee has a common interest or statutory involvement: Representatives of the Town Council serving on such bodies should preferably be members of the committee concerned, if not, the members should report back to that committee.

To deal with matters and make recommendations affecting functions and services provided by other authorities and bring to the attention of the authority concerned these matters and recommendations.

To prepare the annual budget of the committee's spending requirements for presentation, through the Finance Committee to Full Council and, thereafter, undertake delegated responsibility for implementation.

## **Terms of Reference Planning and Development Committee**

The Committee may also appoint Working Groups, set up for specific projects. The terms of reference of these Working Groups shall be decided by the committee. It should also be noted; Working Groups do not have decision making powers and recommendations for decisions must be made to either the appointing Committee or Full Council for approval. It will be the role of each committee to undertake the delivery of the project for which it has been set up.

### **Committee Membership**

Membership shall be less than 16 members, elected annually at the Annual Town Meeting.

**No business may be transacted at a meeting unless at least one-third of the whole number of members of the committee are present and in no case shall the quorum of a meeting be less than three.**

### **Meetings**

The calendar of meetings shall be confirmed at the Annual Meeting of the Daventry Town Council.

The Planning Committee has an obligation to ensure that all comments received, prior to the meeting, from all relevant parties, applicants, and objectors, for planning applications (not including enforcement notices) are considered at the meeting.

### **General terms of reference:**

1. The Chairperson of each committee to have a second or casting vote.
2. Matters referred to Committees by Full Council shall stipulate whether the committee is empowered to act under delegated powers or required to make recommendations.
3. Decisions on functions and matters discharged to a committee shall not require ratification by Full Council but shall be reported as an information item in Committee Minutes.
4. Full Council may at any time dissolve or alter the membership of committees.

### **Planning Applications**

Planning Committee members may canvas opinion for and against an application and consult with other relevant bodies to assist with fair determination of applications prior to the meeting.

### **Responses**

Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing.

Wherever possible, a member of the Planning Committee is to be nominated to attend Planning Authority's Planning meetings to represent the Committee's views in respect of controversial planning applications.

All correspondence should be conducted through the Chief Officer.

These terms of reference are to be reviewed on an annual basis.