

Appendix A

Terms of reference for the Planning Committee

1. Membership

All members of the Committee will be elected Councillors.

The membership will be a minimum of 5 Councillors with 2 deputy members for the Town Council

A quorum at the Committees meetings will consist of no fewer than three elected members

At its first meeting it will elect a Chairman to preside at its future meetings and will also elect a Vice Chairman if it wishes – both to be re-elected each year following Annual Parish Council meeting.

Chairman & Vice Chairman of Full Council will have automatic membership and full voting rights.

2. Record of Proceedings

Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors with recommendations to the next Full Council meeting.

The Committee Clerk will be responsible for arranging the recording and distribution of the minutes.

The committee Clerk will ensure responses will be submitted to the City Council

Details of planning applications will be forwarded to the Chairman in line with the Town Council's standing orders

3. Responsibilities

The committee is responsible for:

Any planning issue

All Planning Applications

Planning consultations

Submitting planning responses to the City Council

4. Meetings

Meetings will be held at the Town Council

Meetings will normally take place on 1st Tuesday of the month

Dates of meetings will be listed on the Town Council website

The planning Agenda will be displayed on the noticeboards and on the website in line with the Council's legal obligation

The planning committee may consider late applications at the discretion of the planning committee chairman

5. Decisions and Delegated Powers

The Planning Committee has delegated powers to respond on planning application to the City Council on behalf of the Town Council

It has no financial delegated authority

Any planning committee member may speak on behalf of the Town Council at any meeting where planning applications are discussed with prior approval of the planning committee

Signed: Chairman..... Date:.....