SANDOWN TOWN COUNCIL

Planning Committee

Terms of Reference

APPROVAL DATE:
REVIEW DATE:
MINUTE NUMBER:

Contents

1. **PURPOSE**

1.1. The Committee is responsible for responding to planning applications as a statutory consultee and leading on other relevant planning matters such as enforcement and regeneration.

2. **MEMBERSHIP**

2.1. The committee shall comprise of 4 councillors including the Mayor who shall Chair the committee.

2.2. A substitute member of the committee may be appointed by the Mayor should it be required.

2.3. A Town Councilor who is not a member of the Committee is permitted to request an item be put on the Agenda before the Committee and speak upon it.

2.4. The member is not permitted to propose or second a motion, or to vote upon it.

3. **QUORUM**

3.1. The quorum of the committee is three.

4. **MEETINGS**

4.1. Meetings will be scheduled to take place monthly.

4.2. If no councillor has indicated they wish consideration to be given to the Town Council submitting a comment on an application which has been submitted since the last meeting, and there is no other business for consideration, that month's meeting will be cancelled.

4.3. If not specified in these Terms of Reference, the Council's Standing Orders in relation to meetings will apply.

5. **COMMITTEE SERVICES**

5.1. The committee will be serviced by the Clerk or their Deputy. A locum clerk may be engaged if neither the Clerk or their Deputy Clerk can service the meeting.

6. **DECISION MAKING**

6.1. The Committee will at all times have due regard for the requirements of primary legislation and statutory instruments in making its decisions, e.g. The Parish Councils (Model Code of Conduct) Order 2001, Crime and Disorder Act 1998 etc.

6.2. Decisions will be made by consensus, where possible

6.3. In the absence of consensus, decisions will be made by majority vote

6.4. In the event of a tie the Chair holds a casting vote, which they may exercise to break a tie.

6.5. Each member shall have a single vote, apart from the chairperson who will have, in addition, a casting vote.

6.6. The Chair retains the right to change their decision if they wish.

6.7. A named vote will be requested if so requested by any member of the committee.

7. PUBLIC PARTICIPATION

7.1. Meetings are normally open to the public in accordance with the Council's Standing Orders although the exclusion of public and press can be agreed should it be deemed to be in the Town Council's best interest.

8. ROLES AND RESPONSIBILITIES

8.1. To consider any planning application referred to the Committee by a member of the Town Council.

8.2. To study relevant plans.

8.3. Individual Councillors to take a view as to whether to visit relevant sites to form their opinion.

8.4. To consider any comments from members of the town before coming to a decision

8.5. To endeavor to ensure that all relevant parties are given an adequate hearing if they request this in accordance with the Council's standing orders.

8.6. To submit a comment on any referred planning application on behalf of the Town Council.

8.7. To consider environmental aspects when considering planning applications.

8.8. To monitor the general environment of the town and report to the planning authorities any potential planning breaches.

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

8.10. To attend planning training sessions as offered by the planning authority and to read all relevant documentation to ensure that the Committee is aware of current legislation and regulations.

8.11. When appropriate, seek expert opinion and guidance from other parties.

8.12. To propose draft and propose planning related policies and projects to Full Council for adoption.

8.13. Deliver outcomes of Sandown Conservation Area Management Plan