

# Planning Committee

## TERMS OF REFERENCE

### 1. Membership and frequency of meetings

- (i) The committee will consist of six councillors, plus the mayor and deputy mayor as ex-officio members.
- (ii) The quorum of this committee will be one third of its members, rounded up to the nearest whole number, with a minimum of three members applicable
- (iii) Any councillor who is not a member of this committee may, unless the council otherwise orders, be entitled to be present and contribute to the meetings, but only members of the committee may vote. All councillors will receive copies of the agendas.
- (iv) The committee will normally meet every month, or at any other time as required by the chairman
- (v) The chairman and vice-chairman will be voted in at the first meeting after the Mayor Making Meeting and will then preside until the next Mayor Making Meeting.
- (vi) All members of the committee must receive approved planning training within six months of joining the committee

### 2. Terms of reference

- (i) The committee has delegated powers to comment on planning applications placed before it by Waveney District Council (WDC) and the Broads Authority (BA) and respond on behalf of the town council
- (ii) In the case of applications deemed by the chair of the Planning Committee and the clerk to be contentious, or at the request of two councillors, the application will be placed on the next full council agenda for consideration
- (iii) To nominate speakers to represent the council at WDC and BA Planning Meetings
- (iv) To consider development plans (eg Local Development Plan) and other related consultation documents and to respond, on the council's behalf, as appropriate
- (v) The committee has delegated powers to receive notification of any licensing applications and make any observations it deems necessary
- (vi) The committee has delegated powers to keep a watching brief on any planning and licensing issues, referring any concerns back to the district council
- (vii) The committee has delegated powers to keep a watching brief on all matters relating to advertising control (including A-boards), conservation matters, listed buildings and tree preservation order
- (viii) The committee has delegated powers to consider new street names, as and when required by the district council