



TERMS OF REFERENCE and DELEGATION: DEVELOPMENT & PLANNING COMMITTEE

Adopted by Council 25th June 2018

Minimum of 6 Members of Council

Quorum = 3 or one third of members, whichever is higher

Function of the Council Column 1	Delegation of Function Column 2
Planning and Development Control	
1. To make observations on all district council and county council Planning applications; Listed Building applications; Conservation Area consents; Certificates of Existing or Proposed Lawful Use or Development; Display of Advertisement Regulations; and development involving telecommunications, including prior notification determinations	• Committee Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting. Reserved to Council in the case of a major application¹
2. Referring any Planning enforcement issue to the principal Council	• Town Council Manager
3 To make observations on all planning aspects and licensing aspects of waste applications or mineral applications.	Reserved to Council
4 To comment on Tree Preservation applications or the making of Orders.	• Committee Town Council Manager after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
5 To make observations on Planning consultation documents from the district or county councils or other bodies.	• Committee
6 To make observations at the time of planning appeals and to authorise witnesses on behalf of the Council.	• Committee
7 To make observations on Hazardous Substance applications.	• Committee
8 Making observations on applications for amendments to planning and other related consents previously granted by any authority or making observations on applications for the discharge of conditions in respect of planning permissions and other related consents issued by the district or county councils.	• Committee
9 Making observations on applications and other actions in relation to hedge rows.	• Committee Town Council Manager after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
10 Making observations on Street naming or numbering.	• Committee
11 To liaise with the district council on any matter relating to building control.	• Town Council Manager
12 To monitor proposals from developers under Section	• Committee

106 Agreements or Community Infrastructure Levy.	
13 To request a district councillor to “call in” applications to be determined by the Development Control Committee. 14 To undertake the Council’s role in the making, review or management of conservation areas	• Committee • Committee
Strategic Planning	
15 Making observations on district Local Plan and County Waste and Mineral Plans 16 Making observations on district or county supplementary planning documents 17 To oversee the Council’s role in preparing, reviewing and monitoring the Neighbourhood Plan	• Council on the advice of Committee • Committee • Committee Approval of Plan reserved to Council
Licensing	
18 Making observations on any matter relating to gaming or gambling 19 Making observations on applications and other matters under the Licensing legislation..	• Committee • Committee Town Council Manager after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
Housing	
20 To lobby for sufficient affordable housing and an adequate range of housing types for the Town.	• Committee under the direction of Council

NB. Any actions delegated to the Town Council Manager/Proper Officer may in his/her absence be undertaken by Responsible Financial Officer, after seeking advice if appropriate, if the matter cannot wait until the

Town Clerk’s return

1. The definition of a Major application in the Development Management

Order is development involving any one or more of the following:

- (a) the winning and working of minerals or the use of land for mineral-working deposits;
- (b) waste development;
- (c) the provision of dwelling houses where -
 - (i) the number of dwelling houses to be provided is 10 or more; or
 - (ii) the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within sub-paragraph (c)(i);
- (d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or
- (e) development carried out on a site having an area of 1 hectare or more