

HORNCASTLE TOWN COUNCIL

PLANNING AND DEVELOPMENT COMMITTEE - TERMS OF REFERENCE

1. The Chairman and Vice Chairman are to be elected annually by the Planning & Development Committee ('The Committee') at the first committee meeting each year
2. The calendar of committee meetings will be agreed one month before the first committee meeting each year
3. The Chairman of the Committee can request additional committee meetings as and when necessary
4. The Committee has the delegated authority from Horncastle Town Council to:
 - a) Make representations to the Local Planning Authority on applications for planning permission, not to be determined by the Committee, and made under the Town and Country Planning Acts;
 - b) Receive correspondence relating to planning issues, unless that correspondence relates to the applications to be determined by the Committee whereby it will be passed onto the District Council.
 - c) Identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations;
 - d) Consider development plans and other development related consultation documents and to respond as appropriate;
 - e) Consider any consultation requests relating to environmental and tree work applications within the Horncastle area and to respond as appropriate
 - f) Consider any proposals for new street and road names and respond as appropriate
 - g) Deal with any other planning related matter that a meeting of the full Council considers appropriate to be referred to the Committee, unless it relates to those applications to be determined by the Committee in accordance with the Agreement on Delegated Planning Functions made on xxxx between East Lindsey District Council and Horncastle Town Council.
 - h) Carry out planning related project work in response to recommendations in the Horncastle Neighbourhood Development Plan or in relation to other Horncastle documents (e.g. Horncastle Conservation Area) to help make physical improvements to the town or improve planning processes
5. The Committee has the delegated authority from East Lindsey District Council to determine planning applications in accordance with the Agreement on Delegated **Planning** Functions between the Town Council and East Lindsey District Council signed on XXXXX.

Appendix A

6. Details on speaking rights at the Planning and Development Committee are set out in the Code of Conduct for the Development and Planning Committee and Speaking Rights document and shall be abided to during all meetings.

7. Where an application is subject to an appeal, to support the District Council who will be making the case for the appeal, the Committee is authorised to make written representation or in the case of a hearing/public Inquiry appeal to elect a member of the Committee to attend the Inquiry or hearing as a planning witness and speak on behalf of the Council.

8. The Chairman of the Committee shall have discretion to refer a consultation comment on a planning application to the full Council for consideration

9. The Chairman of the Committee shall have discretion to refer a planning application back to the East Lindsey District Council for consideration where a decision is required and in all cases a reason should be provided in writing.

10. Site visits may be arranged by the Chairman of the Committee, or the Vice Chairman if the Chairman is not available, prior to a Committee meeting on applications which the Committee is making decisions on.

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

12. Councillors will attend appropriate yearly training provided by the District Council to enable them to properly discharge their planning function and their responsibility to the public.

13. Councillors appointed to the Planning Committee must have already received the most recent mandatory planning training (provided by the District Council which will be no more than twelve months previously unless they are newly elected when mandatory training must be attended within one month of appointment. This training will be organised through the Clerk in conjunction with the Service Manager – Planning at the District Council.

14. Councillors will at all times observe the Town Council Code of Conduct and Councillors serving on the Planning Committee will also observe the Code of Conduct for the Development and Planning Committee and Speaking Rights document.

15. The Committee is subject to all applicable Standing Orders of the Town Council.

These Terms of Reference were updated at the Council meeting on dd/mm 2017