

PLANNING & HIGHWAYS COMMITTEE

Terms of Reference

Membership, appointments and titular appointments

The Committee shall comprise up to 8 members with full delegated powers. Membership shall be refreshed each civic year at the Annual Meeting of the Town Council in May. The Committee shall elect a Chairman and Vice Chairman at the Annual Meeting. The Committee's Terms of Reference shall be reviewed annually at the Annual Meeting. Any change in Committee membership shall be considered at the next ordinary Council Meeting.

Meetings and quorum

The Committee shall meet monthly on 1st and 3rd Monday of the month at 6.30pm for a maximum of half an hour unless considering a major application in which case more time will be allocated.

The quorum for a meeting of the Committee is three.

Committee decisions should be made by a majority of those present and voting. In the event of a tie, the Committee Chairman on the day may give a casting vote.

Committee remit

The Committee shall receive and consider all planning applications from the Local Planning Authority. Having due regard to all material considerations it shall make appropriate comments and recommendations to the Local Planning Authority.

The Committee shall make such observations and comments as it sees fit to the Local Planning Authority in respect of planning development management enforcement matters in the town.

The Committee shall make such observations and recommendations as it sees fit to the Local Planning Authority in respect of planning policy matters other than strategic planning policy matters which shall be referred to Town Council.

The Committee shall consider public car parking and transport issues

The Committee shall consider street naming matters and may make such observations, comments and suggestions as it sees fit to the District Council.

The Committee shall consider highways matters (including obstructions) and may make such observations, comments and suggestions as it sees fit to the County Council.

The Committee shall keep under review and monitor the management arrangements of street lighting provided by the Town Council.

The Committee shall consider all licensing matters except those relating to the Town Hall.