

APPENDIX D

PLANNING COMMITTEE – TERMS OF REFERENCE

Membership to be elected at the Annual Meeting to comprise no less than half of the current number of Councillors to include the Mayor and/or Deputy Mayor and no more than 14 Councillors in total. Standing Order 18 shall apply for the Committee to be quorate. Or if, in the opinion of the Chair of the Planning Committee or the committee itself, the application is of such significance that it should be considered by and responded to by the full council then the application should be referred to full council for consideration at the next full council meeting or to an extraordinary meeting of the full council.

The meetings of the Planning Committee will be scheduled no later than the April Town Council meeting for the following Council year.

The Planning Committee should consider and respond to all Planning Matters in accordance with Council policy; in particular:

- To consider all Planning Applications received from ENC and NCC and respond on behalf of the Council;
- To recommend policies to Council in relation to Planning issues and revise these as necessary;
- To consider relevant Plans, Conservation Area proposals and others of a similar nature, draft responses and make recommendations to Council;
- To continue effective liaison with all major property developers and residents, assist in the negotiation of Section 106 Agreements, contribute to infrastructure requirements and act as an informed body on Planning matters to other Committees and Working Parties;
- To manage and review the Community Infrastructure Levy requirements and contributions;
- Contribute to all communication with residents, including Oracle and the website in connection with planning matters including the neighbourhood plan;
- To report to the council on issues relating to the preparation of the Neighbourhood Plan and to liaise with non councillors involved in the preparation of the Neighbourhood Plan.
- In the event that a meeting is not quorate the chair of the committee will be given delegated powers to submit comments on behalf of the Council if it is not possible for the application (s) to be considered at the next full council meeting.

