



ILFRACOMBE TOWN COUNCIL

Draft Terms of reference for the Planning & Environment Committee

1. Objective

The Committee will act to consider all planning applications and planning issues that may affect the town and make recommendations to the Planning authority

2. Membership:

The committee shall comprise 9 members in total.

- 7 members to be elected at the Annual Meeting of the Town Council.
- 2 ex-officio members: the Mayor and Deputy Mayor
- It would be preferable but not essential if the membership consists of an equal number of ward

3. Chair/Vice Chair

To be elected annually at the first committee meeting following the Annual meeting of the Town Council.

4. Quorum

The quorum of the committee shall be 4 Town Council members.

In the event of the meeting being inquorate, the committee has the delegated power to co-opt other members of Ilfracombe Town Councilors who are present at the meeting.

5. In attendance

The Proper Officer and/or a delegated member of staff may be requested to attend any meeting.

6. Meetings

- Meetings will usually be held on a monthly basis, with a schedule of dates to be agreed by Full Council. (Meeting dates will normally be a Monday but may differ in the event of a bank holiday)
- The Proper officer will 'call' the meeting and summon members to attend in accordance with standing orders
- Public Notices of the meeting shall be given in accordance with the Council's standing orders
- Committee members should attend at least 15 mins before the due start time in order to examine the applications. The Nominated Officer is to ensure that all information (such as letters of objection or support) available at the time is made available to the Members at the Planning Meeting.

7. Public participation

Meetings are normally open to the public in accordance with the Council's standing orders.

8. Minutes

- Minutes of all meetings will be recorded by the Proper Officer (or delegated) and circulated to all members of the committee and to all Full Council members.
- All resolutions and recommendations made to Full Council shall be recorded in the minutes of the appropriate meeting.

9. Accountability and Scope

The Committee shall consider all planning applications within its delegated powers to be able to make recommendations to the planning authority and act as a consultee on all planning issues that may affect the town.

10. Delegated powers

- The Committee has delegated powers to act on behalf of the Council in relation to determine recommendations on each planning application where the council is designated as a consultee. Any recommendations outside the Committee's terms of reference shall be made by Full Council
- The Chair may hold a pre- agenda meeting with the Nominated Officer to inspect all planning applications received, to review planning decisions notified by the Planning authority and to make sure all applications received are included for debate and recommendation at the next Planning Meeting.
- The Chairman, Deputy Chairman, or a delegated Member, may attend all the Planning authority's (North Devon Council) site visits and give the Town Council's recommendations and their reasons (whether for approval or refusal) as the principal consultee.
- Where the Town Council resolves to have its own site visit, this will be chaired by the Chair (or Deputy) and, to be valid, must be attended by a further three members of the Committee. The Planning Committee may give the site visiting team delegated powers to recommend on behalf of the Committee.
- To make representations in respect of appeals against the refusal of planning permission
- To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.
- To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure.
- To deal with any other planning related matter that a meeting of the full Council considers appropriate to be referred to the Planning Committee.
- In the event of the meeting being inquorate, the committee has the delegated power to co-opt other members of Ilfracombe Town Councilors who are present at the meeting.

The Planning & Environment Committee's Terms of Reference are to be reviewed annually at the Council's Annual General Meeting