

## Terms of Reference for the Planning Committee

### **1 Authority**

- The Planning Committee is appointed by and is solely responsible to Wadebridge Town Council. The Committee's duties are defined and agreed by the Full Council, which may vote, at any time to modify the Committee's powers.

### **2 Membership**

- The Committee will consist of no fewer than 7 Town Councillors and the first item of business at its first meeting after the Annual Town Council meeting each year will be to elect a Chair for the year. It will also elect a Vice-Chair, if thought appropriate, although any elected member can preside by agreement in the Chair's absence. A quorum will be a minimum of 5 elected members.
- The planning committee may co-opt members of the public onto the committee to assist its deliberation however co-opted members will have no voting rights.
- The planning committee may invite guidance from professionals to assist in its deliberations.
- The Planning Committee shall be able to constitute sub-committees and working groups to study any aspect of the Committee's sphere of activity.

### **3 Records of Proceedings**

- The Committee will meet on the 4<sup>th</sup> Wednesday of every month – plans requiring decisions between meetings will be discussed at the Full Council meeting held on the 2<sup>nd</sup> Wednesday of every month.
- Additional meetings will be arranged as required.
- Written minutes will be taken to record the Committee decisions and will be received at the next full council meeting for information and adopted at the next planning meeting. The Town Clerk will be responsible for arranging meetings and for the recording and distribution of minutes. All decisions will be relayed to the relevant planning authority by the Clerk. The minutes will be available on the Town website.

### **4 Duties & Functions**

The Committee will have full delegated powers, unless on vote the planning committee decides that the application should be passed on to Full Council due to its size, controversial nature or effect on the Parish, in respect of –

- Determination of responses to all planning applications
- Determination of responses in respect of all applications relating to the preservation, felling or other works with respect to trees and tree preservation orders.
- Determination of responses to any appeal against a planning decision by Cornwall Council including the preparation of submissions to be made to an Inspector as appropriate.
- Determination of any responses in relation to applications for licenses issued by Cornwall Council including those relating to entertainments premises, justices licenses, taxi and private hire licensing and street collectors.
- Comment on street naming and signage when requested
- Responding to any consultation on planning policy
- Responding to and take part in any discussion with regard to the LDF & Core Strategy documents from Cornwall Council

*Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.*