



IRTHLINGBOROUGH TOWN COUNCIL

TERMS OF REFERENCE – PLANNING COMMITTEE

Terms of Reference

- 1.0** Membership shall comprise six members of the Council. The Town Mayor will be ex-officio
- 2.0** Three members of the Council shall constitute a quorum.
- 3.0** Non council members living in Irthlingborough up to a maximum of four may be co-opted onto the Committee but will not be eligible to vote
- 4.0** To elect a Chairman and Vice Chairman for each Civic year
- 5.0** The Committee shall receive and consider applications for planning permission received from the Local Planning Authority. Having regard to the town plan, any local approved development plan or framework, town amenities and other relevant considerations, the Committee shall make suitable recommendations to the Local Planning Authority as to whether or not planning permission should be granted, withheld or granted subject to certain conditions.
- 6.0** The Committee shall receive on behalf of the Town Council such statutory notifications as fall within the function of Town Planning.
- 7.0** The Committee shall act in respect of any other matter requiring any form of planning consideration and which is within the power of the Committee and which requires some form of recommendation to the Town Council.
- 8.0** The Committee shall consider matters relating to highways, transport (public or otherwise) in and around Irthlingborough.
- 9.0** The Committee shall seek to ensure that the general environment within the Town is monitored, so far as is possible and to report to the appropriate authority any potential hazards, breaches etc.
- 10.0** The Committee shall seek to ensure high standards to planning for all new developmental activity within the Town and to seek to ensure that any development is commensurate with the character of the Town.
- 11.0** To elect a Chairman and Vice Chairman for each Civic year

DELEGATED POWERS

Members will be advised by the Town Clerk whether or not a particular item under discussion is within the Committee (or Sub-Committee's) delegated powers. The minutes will then record the decision as "RESOLVED". If it is not, then the minutes will show the decision as "RECOMMENDED", and will then be brought to the Council's particular attention by the Chairman of the Committee at the next meeting of the Council when seeking approval and adoption of the Committee's minutes.

In any case where a Committee (or Sub) Chairman and Vice Chairman are either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision. A power delegated does not always have to be exercised.

1.0 To the Committee

- 1.1 Those functions contained in paragraphs 3.0, 4.0, 5.0, 6.0 and 7.0 shall be delegated to the Planning Committee.
- 1.2 Where an application is subject to an appeal, the Committee may make written representation or to elect a member of the Committee to attend the hearing.

2.0 To the Chairman and Vice Chairman

- 2.1 Matters of an urgent nature requiring settlement before the next meeting of the Committee may be dealt with by the Chairman and the Vice Chairman of the Committee in conjunction with the Town Clerk and at their discretion but must be submitted for approval or otherwise to the next meeting of that Committee.
- 2.2 The Chairman and the Vice Chairman of the Planning Committee, The Mayor, the Deputy Mayor and the Town Clerk will have delegated powers to respond collectively to Planning and Licencing Applications that fall outside the timescale of scheduled meetings

Responsible Officer	Town Clerk	Date effective from	July 2017	Review date	May 2021
Author	Town Clerk	Date last amended	May 2020		