



Bodmin Town Council Terms Of Reference Planning Committee

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Responsible Officer: Members

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BODMIN TOWN COUNCIL

Terms of Reference

Planning Committee 2023-24

APPOINTMENT: - Committee members shall be appointed at the annual meeting of the Town Council.

EX OFFICIO MEMBERS: - The Town Mayor is appointed to this Committee ex-officio.

CHAIRMAN: - The Chairman of each committee is elected annually at the annual Town Council meeting. The Chairman shall serve in this position until the next annual meeting of the Council unless the Chairman resigns from the position (made in writing to the Mayor), resigns from the Council or becomes disqualified from being a member of the Council.

The Mayor cannot be Chairman of a Committee neither can a member be Chairman of more than one standing Committee.

VICE CHAIRMAN: - The Vice Chairman is elected annually at the first meeting of the Committee following the annual meeting of the Council and following the election of the Committee Chairman. The Vice Chairman will serve in this position until the next annual meeting of the Council unless the Vice Chairman resigns from the position (made initially in writing to the Chairman for recording by the Clerk), resigns from the Council or becomes disqualified from being a member of the Council. In the absence of the Chairman, the Vice Chairman shall deputise.

MEMBERSHIP AND QUORUM: - The membership of this Committee shall be 9 comprising the Mayor (ex-officio) plus 8 other members. The quorum of this Committee shall be four members (Standing Order 40 refers).

TERMS OF REFERENCE REVIEW: - The Council shall review and determine the Terms of Reference at the annual meeting of the Council.

General: - **Decisions made by this Committee serve as recommendations to Council save the following exceptions in a) to j) below:-**

- a) The making of representations to the Local Planning Authority on applications for planning permission which have been notified in accordance with relevant legislation.
- b) To be given authority to make representation where responses to planning

consultations/applications that fall outside of the Committee meeting cycle to include consideration/resolution of issues within five working days under the Protocol for Local Councils. To comply with this requirement, power is delegated to Senior Officers in consultation with the Chairman and Vice Chairman of the Planning Committee. The response and decision will be placed on the next nearest agenda to be noted for the purpose of meeting the transparency code 2015.

- c) The making of representations in respect of appeals against the refusal of planning permission.
- d) The undertaking of street naming under powers delegated by Cornwall Council, and to make representations regarding house naming and street numbering having due regard to the policy statement on the Cornish Language where appropriate.
- e) To consider all matters relating to transportation and car parking issues, including traffic and parking regulations orders, and to make representations to other authorities regarding these matters.
- f) To consider and to make representations to other authorities in respect of applications for liquor, gaming and public entertainments licences.
- g) To establish service policies, approve programmes of work, monitor performance and take decisions in respect of those matters detailed above and to provide reports on the implementation of service policies.
- h) Further to (a) above it is necessary to authorise arrangements for representations to be made lawfully where to deal with responses to planning consultations/applications that fall outside of the Committee meeting cycle, to include consideration/resolution of issues within five working days under the Protocol for Local Councils. To comply with this requirement, power is delegated to Senior Officers in consultation with the Chairman and Vice Chairman of the Planning Committee. The response and decision to be placed on the next nearest agenda to be noted for the purpose of meeting the transparency code 2015.
- i) The Council may consider from time to time delegating specific responsibilities to this Committee (within the scope of the LGA 1972 s101) but excluding any powers that cannot be delegated by the Council e.g. issuing a precept for the rate (s67 LG & FA 1992). Any such delegated responsibility shall be clearly identified and defined within the Council minutes.
- j) To set up and administer sub-committees and working parties to facilitate the work of this Committee [see specific responsibilities 1-9 below] and for no other purpose. The Committee shall determine the terms of reference and protocols for

the sub-committees and working parties that shall report to this committee. No sub-committee or working party shall be formed or operated without terms of reference and protocols.

Where matters have been delegated to this Committee for approval, it shall comply with all Council's policies, protocols, systems and procedures including Standing Orders and Financial Regulations and any other statute or codes within legislation.

Specific Responsibilities –

Under the direction, leadership and guidance of the Committee Chairman, shall be accountable and responsible for the following areas of Council Activity:

- To consider and monitor strategic, Unitary and other developmental plans, proposed listed buildings, conservation areas, tree preservation orders and building preservation orders which impact upon Bodmin, and the making of all appropriate representations.
- The facilitation of economic development initiatives for the benefit of the Town and the making of recommendations on all related matters and liaison as appropriate with other agencies.
- To co-ordinate the Council's work in respect of Neighbourhood Planning.
- To produce a Project Initiation Document (PID) or Project Statement (PS) for identified capital expenditure proposals irrespective of whether these are for new projects or larger maintenance/refurbishment/renewal schemes [in excess of £1,000].

To consult with the Clerk and RFO where appropriate, on areas that have been delegated to the Clerk and RFO within Financial Regulations, Standing Orders or any other policies and protocols approved by the Council that impact on this Committee's Terms of Reference.