

# **Planning Committee**

## **Terms of reference**

### **1. Objectives**

The objective of the Planning Committee is to represent the views of the community with regard to planning related matters.

### **2. Purpose**

The purpose of the Planning Committee is to be consulted on planning applications in the area of Haxby Town Council and/or the wider area, to pass comment on these applications to planning authorities and to liaise with other agencies on transportation matters for the benefit of the local community.

### **3. Membership**

The Committee shall consist of five councillors appointed at the annual meeting of the town council each May. The Committee will elect a chair and a vice-chair from its five members at its first meeting after the annual meeting of the town council. It is recommended that all Committee members undertake the relevant training (usually with YLCA).

### **4. Meetings**

The Committee shall meet on a monthly basis (on the first working Monday) or with extraordinary meetings as required.

### **5. Voting**

- 5.1. The Committee may ask others to attend and speak at the meetings if they have particular expertise, but they may not vote on resolutions unless they are committee members
- 5.2. The quorum for a meeting will be a minimum of three members.
- 5.3. Rules and regulations
  - The Councillors' Code of Conduct will apply to all members of the Committee.
  - The conduct of meetings (declaration of interests, debate, voting etc) will be governed by the Council's standing orders.

### **6. Rights and powers**

- 6.1. The Committee will have limited delegated powers:
  - May make recommendations to the Council for consideration and approval.
- 6.2. The Committee may appoint
  - Appropriate sub-committee or working group(s) members to facilitate the work of the committee unless previously appointed by the Council.
  - Convene extraordinary meetings in accordance with the Council's standing orders.

### **7. Responsibilities**

- 7.1. The Committee shall:
  - Develop and recommend to Council relevant policies and procedures for planning management.

- Recommend to Council public consultations relating to planning and development issues.
  - Consider and make representations to the local planning authority on planning applications and other related applications.
  - Make representations on appeals and to attend public inquiries.
  - Make representations on land use.
  - Consider and make representations upon all matters relating to development plans including structure and planning policy proposals.
  - Make requests for Section 106 payments that would benefit the town council and community of Haxby.
  - Co-ordinate and put into practice planning applications of the town council committees.
  - Report any major projects to the Council.
- 7.2. The Committee's remit further extends to undertake any other functions as may be required by the Council working with other agencies on transportation matters and may include:
- Highways and street naming
  - Road crossings
  - Bus shelters
  - Winter plan
  - Road maintenance
  - Speed Limits
  - Trains
  - Buses
  - Cycling and walking provision
- 7.3. When recommending undertaking of a new activity/event/service provision to Haxby Town Council, the Committee will provide an assessment of potential risks/benefits and estimated cost of the undertaking.

The Committee must also ascertain that the Council has the power to spend from the Clerk.