

HORNCASTLE TOWN COUNCIL

PLANNING AND DEVELOPMENT COMMITTEE - TERMS OF REFERENCE

1. The Chairman and Vice Chairman are to be elected annually by the Committee at the first committee meeting each year
2. The calendar of committee meetings will be agreed at the first committee meeting each year
3. The Chairman of the Committee can request additional committee meetings as and when necessary
4. The Planning and Development Committee has the delegated authority from Horncastle Town Council:
 - a) To make representations to the Local Planning Authority on applications for planning permission made under the Town and Country Planning Acts
 - b) To make representations to East Lindsey District Council on applications for work to trees within the Horncastle Conservation Area, and trees covered by a Tree Preservation Order
 - c) To determine the street naming policy and review it as appropriate, and to make recommendations to East Lindsey District Council on applications for the naming of Horncastle Streets
 - d) To review and approve new nominations for street names to be included on the proposed street names list, at least annually
 - e) To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations
 - f) To consider development plans and other development related consultation documents and to respond as appropriate
 - g) To consider any consultation requests relating to environmental work within the Horncastle area and to respond as appropriate
 - h) To deal with any other planning related matter that a meeting of the full Council considers appropriate to be referred to the Committee.
 - i) To carry out planning related project work in response to recommendations in the Horncastle Neighbourhood Development Plan or in relation to other Horncastle documents (eg Horncastle Conservation Area) to help make physical improvements to the town or improve planning processes
5. The Planning and Development Committee has the delegated authority from East Lindsey District Council to determine those planning and associated applications set out at, Appendix 1 [Planning Applications Delegated to the Town Council], of the Agreement on Delegated Planning Functions between the Town and ELDC, and within the context of the Development Plan and Government planning policy for those applications which ELDC consider Horncastle Town Council Planning and Development Committee are suitably qualified to make.
All applications presented for decision by the Planning Committee will be decided at the Committee meeting which they are presented at.

6. When making **representations on planning applications** the Committee will invite applicants and objectors (where applicable) to speak on each planning application at the Chairman's discretion.
7. When **determining planning decisions** the Committee will invite applicants and objectors (where applicable) to speak on each planning application. The following procedure rules for public speaking at a Planning committee meeting will apply:

Arranging to speak at the determination meeting

All speakers must give notice of their intention to speak at least two working days before the meeting and their comments or any photos to be included on the supplementary agenda be submitted by noon on the Thursday before the Planning Committee meeting on the Monday.

Before the meeting starts the Clerk will speak to the members of the public present and ask them which applications they are interested in.

The public are advised that if several people are interested, they should agree, before the meeting, that one person will speak for everyone. If this does not happen (or they cannot agree) then Chairman will have to decide who should speak. In deciding who should speak in favour of the application, the applicant will be given precedence over supporters. Town Council may ask for permission to share speakers contact details with other people who wish to speak, but this is not a requirement.

Process during the determination meeting

The Chairman makes his or her report, adding to, updating and illustrating the written report already circulated to Committee Members.

The following order will usually apply:

- a) An objector is allowed to speak – please note we can only allow one person to speak - for up to 3 minutes.
 - b) The applicant (or representative) or supporter can speak - also for up to 3 minutes.
Public Speaking Procedure Rules
 - c) Members of the Planning Committee are then given 10 minutes to ask questions to the speakers.
 - d) The Ward Member or other interested Members in addition to those on the Planning Committee be allowed to speak usually for a maximum of 5 minutes, but longer at the Chairman's discretion.
 - e) The Councillors who make up the Committee debate the matter (and may request further information) before reaching a decision.
8. The consideration of an application will not be delayed simply because someone who wishes to speak is unable to attend the meeting
 9. The Committee will be mindful of and take into consideration National Planning Policy and guidance and the Horncastle Neighbourhood Development Plan when considering planning applications

10. Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing and speak on behalf of the Council.
11. Where the Town Council is a consultee, the Chairman of the Committee or the Chairman of the Council shall have discretion to refer a planning application to the full Council for consideration where a representation is required
12. Site visits may be arranged by the Chairman of the Committee, or the Vice Chairman if the Chairman is not available, prior to a Committee meeting.
13. Wherever possible, a member of the Committee is to be nominated to attend East Lindsey District Council Planning meetings to represent the Committee's views in respect of controversial planning applications
14. Councillors will attend appropriate training provided to enable them to properly discharge their function and their responsibility to the public.
15. Councillors appointed to the Planning Committee must have already received the most recent mandatory planning training provided by ELDC, which will be no more than twelve months previously. Where they are newly elected to the Planning Committee this mandatory training must be attended within one month of appointment.
16. Councillors will at all times observe the Town Council Code of Conduct and Councillors serving on the Planning Committee will also observe the Town Council Planning Code of Good Practice
17. The Committee is subject to all applicable Standing Orders of the Town Council.

These Terms of Reference were updated at the Council meeting on dd/mm/yyyy