



WINCANTON TOWN COUNCIL

Planning Committee

Terms of Reference

Name

1. Wincanton Town Council is currently an advisory body to the Local Planning Authority (South Somerset District Council (SSDC)) for all planning applications that relate to the parish of Wincanton.
2. The Committee shall be known as the **Planning Committee**.
3. The Planning Committee is constituted to consider and respond on behalf of Wincanton Town Council in respect of such planning applications.

Membership

4. Membership of the Planning Committee shall be ratified at the Annual Meeting of the Council in May of each year.
5. The number of members is 5 Councillors.
 - 5.1 Councillors who are not Members of the Committee may attend the meeting, but they may not vote on a decision.
6. The Committee shall be subject to a quorum of 3 or one third of its membership.

Chairman

7. The Committee shall elect a Chairman at the first meeting after the Annual Town Council Meeting. The Chairman's period of office is for one year.
8. The Committee shall elect a Vice-Chairman at the first meeting after the Annual Town Council Meeting. The Vice-Chairman's period of office is for one year.
9. The Chairman if present shall Chair the Committee meeting and in his or her absence the meeting will be chaired by the Vice-Chairman.

Frequency of Meetings

10. When required in order to meet SSDC deadlines.
11. Open to the Press and Public – unless a Resolution is made to exclude the press and public for a specific item/specific reason
12. All business and meetings of the Planning Committee shall be done so in accordance with the Town Council's Standing Orders, Code of Conduct and current legislation.
13. The Town Clerk will communicate to the Local Planning Authority all the decisions or comments made by the Planning Committee, and all correspondence should be conducted through the Clerk.

14. Wherever possible, a member of the Planning Committee is to be nominated to attend Planning authority's meeting, as necessary.
15. The minutes of the Planning Committee, once agreed, will be distributed to all Council members and adopted at the next Council meeting.

Overall Purpose/Scope

- To discuss in detail planning matters as they affect Wincanton, its residents, businesses and visitors
- To liaise with relevant organisations
- To make recommendations and representations to appropriate authorities/organisations on national, council and district planning matters

Note:

- ❖ Wincanton Town Council is a Statutory Consultee for planning applications and as such does not make the final decision on an application. Any decisions and comments this Committee make will be fed into the Planning process and added to the report by the Planning Officer. South Somerset District Council
- ❖ South Somerset District Council is the Planning Authority and will issue the final decision notice (Planning Determination) once their investigation into the application, consultation period and decision-making process has been completed

Specific Responsibilities

16. To make recommendations on behalf of Wincanton Town Council to the relevant Planning Authorities (South Somerset District Council or Somerset County Council) on planning applications for up to and including 3 dwellings, listed building consents, conservation area consents and TPOs within Wincanton or its adjacent neighbours where there may be an impact on Wincanton.
17. For applications for more than 3 dwellings, the Committee will make a recommendation to Council who may choose to agree a recommendation or defer the matter back to the Committee for final decision.
18. The Planning Committee shall be administered and managed in accordance with these Terms of Reference.
19. All matters discussed at the Planning Committee shall remain confidential until such time they appear in the minutes.
20. These terms of reference are to be reviewed annually.

Adopted at the Full Council Meeting 9th November 2020. Minute 0157

Reviewed: May 2021
Next Review: May 2022