



TERMS OF REFERENCE FOR THE PLANNING COMMITTEE OF SHIFNAL TOWN COUNCIL

Committee

The Planning Committee is constituted as a Standing Committee of Shifnal Town Council.

Members

A minimum of five Councillors appointed annually at the Annual Meeting of the Town Council as voting members. Two Councillors may be appointed as substitute members in the event of apologies. The Mayor shall act as ex-officio at committee meetings. The quorum of the Committee shall be three Council Members.

Voting

Only those appointed may vote at a meeting. In the case of an equal vote the Chairman of the Committee shall have a second or casting vote.

Interests

If a Member has a personal interest as defined by the Code of Conduct adopted by the Town Council then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.

If a Member who has declared an interest then considers the interest to be prejudicial, he/she must withdraw from the room during consideration of the agenda item to which the interest relates.

Chairman and Vice-Chairman

The Chairman and Vice Chairman are to be elected at the Annual Town Council meeting in May of each year.

Meetings

Twelve meetings will be held every year to review planning applications, decisions contraventions and enforcements that the Town Council may be consulted upon. Additional meetings may be called to the address any further matters in relation to planning.

Meetings may be in private rather than in public due to the confidential nature of business.

Confidentiality

All members must preserve confidentiality of any matter that is detailed as such by the principal planning authority or other relevant body.

Terms of Reference

To review the Terms of Reference of the Planning Committee at the Annual Meeting of the Council and when necessary for the committee to make appropriate recommendations to Full Council.

Responsibilities

The Planning Committee has the delegated authority from Shifnal Town Council:

- To make policy recommendations to the Town Council in relation to the Local Plan and in relation to the proposed provisions to existing approved strategy and local plans as and when the Council's observations are sought concerning these plans.
- To make policy recommendations to Town Council's policy in relation to draft supplementary planning guidance as and when the Council's views are sought by the Principal Planning Authority.
- To determine the Town Council's comments, observations and/or objections in relation to any planning application on which this council is consulted.
- To comment as required on any other matters covered by the various Town and Country Planning Acts and similar legislation e.g. with regards to conservation area proposals and periodic reviews of the register of listed buildings.
- To comment on planning enforcement locally by reporting to the principal planning authority any alleged incidents or unauthorised development or any alleged contraventions of conditions associated with authorised developments.
- Any decisions on expenditure in pursuit of the above responsibilities must be within the agreed budget lines detailed below and within the scheme of delegation as detailed in Financial Regulations. Ongoing commitments or contracts should fall short of twelve months in duration.
- Any planning application or matter that the Committee considers outside the scope of its remit or is of such an impact on the interests of the community that it requires consideration by all members, shall be referred to the next available Full Council meeting.
- Any planning application or matter that an individual member considers outside the scope of the committees remit or is of such an impact on the interests of the community that it requires consideration by all members, shall be referred to the next available Full Council meeting.

Minutes

All Minutes shall be open for inspection by any Member of the Town Council or Public in line with policies on confidential or sensitive matters.

Reporting to Council

The Chair of the Planning Committee must report to Full Council in respect of the activities at meetings in order that progress or decisions may be noted and/or recommendation/referrals debated and ratified.

Expenditure

The committee have delegated authority to agree expenditure on planning matters under the following budget lines.

Advisory Services
Neighbourhood/Local Plan Review

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Last Ratified: 19.05.2022