

## **TERMS OF REFERENCE - PLANNING COMMITTEE**

These terms of reference should be read in conjunction with Thornbury Town Council Standing Orders.

### **1. COMPOSITION**

- 1.1 The Committee shall consist of a minimum of 6 Councillors.
- 1.2 The Town Mayor (ex officio) and the Deputy Town Mayor (ex officio) shall be given first opportunity of membership, which they may decline.
- 1.3 Councillors who are not members of the Committee may attend the meeting, but they may not vote on a decision.

### **2. CHAIR**

- 2.1 The Committee Chair will be elected at the Annual Meeting of the full Council.
- 2.2 The Chair's period of office is for one year.
- 2.3 The Committee shall elect a Vice-Chair at the first meeting after the Annual Town Council Meeting. The Vice-Chair's period of office is for one year.
- 2.4 The Chair, if present shall Chair the Committee meeting.
- 2.5 In the absence of the Chair and Vice-Chair a vote of committee members will appoint a Chair for that meeting.
- 2.6 If not previously trained, Councillors serving as Chair will be required to attend relevant training within six months of appointment

### **3. QUORUM**

- 3.1 The Committee shall be subject to a quorum of 4 or one third of its membership whichever is greater.

### **4. CONDUCT OF THE MEETING**

- 4.1 All meetings of the Committee shall be convened in accordance with Thornbury Town Council Standing Orders and current legislation.

### **5. AREA OF OPERATIONS**

The Committee shall be responsible for the following Town Council functions:

- 5.1 Reviewing Planning applications within the town boundary.
- 5.2 Reviewing and responding to planning relevant applications submitted to the Town Council for comment by South Gloucestershire Council that relate to out-of-boundary applications, where there is considered to be impact on the town. This may include, for example, impact on infrastructure or services. 'No comment' submission will be provided where no impact on the town of Thornbury is expected.
- 5.3 Reviewing transport issues connected to the town.
- 5.4 Considering and responding to consultations relating to development the town area.

- 5.5 To receive minutes and reports from the Town Centre Partnership
- 5.6 To consider and comment on plans affecting the town's future development.
- 5.7 To consider and progress any workstreams resulting from the Neighbourhood Plan

## **6. POWERS AND RESPONSIBILITIES**

- 6.1 Making recommendations to Council on any investigation or review into any of the areas of responsibility.
- 6.2 To undertake all powers and duties of the Council in respect of Neighbourhood Planning and Development under the Localism Act.
- 6.3 To make representations to the Local Planning Authority on applications for planning permission which have been notified in accordance with the relevant legislation.
- 6.4 To consider applications relating to trees and tree preservation orders and convey comments to the Planning Authority.
- 6.5 To make suggestions as requested in respect of Street naming.
- 6.6 To act as consultee and make representations as required in respect of all matters relating to roads and highways including road signs, street furniture, car parking, street lighting, traffic management, traffic regulations and bus services.
- 6.7 To act as consultee and make representations as required on any strategic planning documents that concern the town.
- 6.8 To consider all planning matters relating to Highways, Footpaths and Bridleways.
- 6.9 To promote all elements of equality in the built environment.
- 6.10 To seek to promote design, solutions and strategy in applications and plans to help address issues in relation to Climate Change and promote ecological benefits.

## **7. HEALTH AND SAFETY**

- 7.1 To satisfy itself that Health and Safety and governance procedures are being followed in relation to the committee remit.

## **8. ENVIRONMENT**

- 8.1 To give due consideration to environmental, conservation and climate change matters in carrying out the functions of the Committee and in reaching all decisions.

## **9. EQUALITY AND DIVERSITY**

- 9.1 To consider equality and diversity (race, gender, sexual orientation, marital status and disability), tackling disadvantage, reducing social exclusion, and supporting society's most vulnerable groups, in carrying out the functions of this Committee.

## **10. FURTHER INFORMATION**

- 10.1 The Committee shall appoint sub committees and working groups as and when it is deemed necessary and shall set out Terms of Reference for those bodies
- 10.2 The Committee shall undertake reviews of Terms of Reference as and when appropriate for sub-committees and working groups under its remit and should make recommendations to Full Council regarding its own Terms of Reference.
- 10.3 Committee members are required to undertake appropriate training within 6 months of taking a seat on the Committee.