



EMERSONS GREEN TOWN COUNCIL

**TERMS OF REFERENCE**

<b>Committee</b>	<b>Planning Committee</b>
<b>Date of review/approval:</b>	TBC (DRAFT)
<b>Membership</b>	8 members. The Chair of the Committee will be appointed or re-appointed at the first Committee Meeting after the Annual Meeting of the Town Council.
<b>Quorum</b>	3
<b>Meeting frequency</b>	Fortnightly on a Monday morning.
<b>Secretariat</b>	Normally provided by the Assistant Clerk (Finance & Planning)
<b>FUNCTION OF COMMITTEE</b>	<b>DELEGATION OF FUNCTIONS</b>
1. Respond to Planning Consultations	<ul style="list-style-type: none"> <li>To respond to planning application consults shared with the Town Council as a statutory consultee, giving a recommendation and comments, where appropriate.</li> <li>To respond to planning applications within the time limits, unless there are specific reasons why this cannot be achieved.</li> <li>To consider each application on merit, irrespective of the status of the applicant or the value of the property.</li> </ul>
2. New Developments	On applications for new developments, to consider whether all the necessary amenities and infrastructure for the area are included, including provision for the rise in population with schools, parks and shops.
3. Highways	<ul style="list-style-type: none"> <li>To consider the impact on highways and travel infrastructure</li> </ul>
4. Environmental	<ul style="list-style-type: none"> <li>To give due consideration to environmental, conservation and climate matters in reaching all decisions and recommendations.</li> <li>To give due consideration to the retention of as much green space as possible.</li> <li>To request that any tree work should be carried out by an approved tree surgeon and if the work applied for is of major consequence, the recommendation should be to refer the matter to a Tree Planning Officer.</li> </ul>
5. Commercial Developments	Impact on the locality (especially with regard to opening hours, where given), local traffic and the visual impact of advertising, including light pollution.
6. Policy consultations	To respond to planning policy consultations on behalf of Emersons Green Town Council where tasked by Full Council, or where the timescale for response does not allow for Full Council consideration.
7. Health and Safety	To satisfy itself that Health and Safety and governance procedures are being followed in relation to the Planning Committee remit.
8. Equality and Diversity	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.