



Planning Sub-Committee

TERMS OF REFERENCE

Date Approved: 8th August 2018

1. Overall Function

- a) To carry out the Town Council's responsibilities on planning issues, by preparing a response and recommendation to each application sent for consultation by the Lake District National Park (LDNPA).
- b) To keep Town Council informed of all recommendations and, if a consensus cannot be reached by the sub-committee or the planning application is deemed to be of significant importance to the local area, refer specific applications to Town Council for discussion and recommendation.
- c) To keep up to date with planning legislation, in particular the National Framework and the LDNPA Local Plan.

2. Relationship to the Town Council

The Planning Sub-Committee is a decision-making body of the Town Council and, as such, has specific delegated powers set out in this document.

3. Meetings

- a) Meetings shall be held on the 4th Wednesday of each month in public.
- b) The agenda for all meetings shall be advertised in accordance with the statutory timetable to ensure that members of the public and town councillors are able to attend if required.
- c) The agenda will enable public participation as a separate item.
- d) Meetings will be conducted in accordance with the Town Council's standing orders.
- e) The Clerk will attend all meetings and take formal minutes, which will be circulated to all Town Councillors and advertised on the Council's website. The Clerk will also send all recommendations to the Lake District National Park.

4. Membership and Quorum

- 4.1 The group shall consist of at least 5 members of the Town Council, representing each ward area. Sub-committee members shall be appointed by Town Council, usually at the Annual General Meeting each year. It will be a pre-requisite of membership that councillors are conversant with and have access to the Lake District Planning Application tool.
- 4.2 The quorum of the sub-committee shall be 3 of its members.

5. Chairperson

The Chairperson shall be elected by the Town Council.

6. Specific Functions and Powers

- a) Study relevant plans on the LDNPA planning application tool and visit sites if necessary;
- b) Consider any public objections or support that are stated at sub-committee meetings or in writing to the Town Council;
- c) Prepare a response to each planning application, clearly stating the planning reasons for Town Council recommendations to support or refuse the application (this includes submitting a response of no comment if necessary);
- d) Note any tree applications that are sent for information from the LDNPA and make further investigations if there are concerns;
- e) Note the planning decision notices sent by the LDNPA.
- f) The Chairperson shall make a full report to each Full Town Council meeting.
- g) Members of the sub-committee will attend undertake any training necessary to keep up to date and informed on planning matters.

7. Finance

- 7.1 The group is not authorised by the Town Council to incur expenditure.