

Aylsham Town Council
Terms of Reference for the Planning Committee

1. Authority

- The Planning Committee is appointed by and is solely responsible to Aylsham Town Council. The Committee's duties are defined and agreed by the Full Council, which may vote, at any time, to modify the Committee's powers.

2. Membership

- The Committee will consist of no fewer than 5 Councilors and the first item of business at its first meeting after the Annual Town Council meeting each year will be to elect a Chair for the year. It will also elect a Vice-Chair, if thought appropriate, although any elected member can preside by agreement in the Chair's absence. A quorum will be a minimum of 3 elected members.
- The Planning Committee may invite guidance from professionals to assist in its deliberations subject to prior agreement of the Town Council of any fees to be charged.

3. Records of Proceedings

- The Committee will meet monthly
- Additional meetings will be arranged as required.
- Written minutes will be taken to record the Committee decisions and will be adopted at the next full council meeting and signed as a true record of the meeting at the next Planning Committee meeting. The Town Clerk will be responsible for arranging meetings and for the recording and distribution of minutes. The minutes will be available on the Town Council website.

4. Duties and Functions

The purpose of the Committee is:-

- Review planning applications received and respond to the Local Planning Authority with comments on behalf of the Town Council in its position as consultee.
- To ensure all comments made are relevant in terms of existing planning legislation and policies.
- To ensure all comments are relevant in terms of the Town Council's objectives and priorities.
- If notified on a timely basis, to represent the views of local people should these views be in accordance with existing planning policy.

5. Other Matters

- The Town Clerk will have delegated responsibility for responding to the Local Planning Authority.
- The Town Clerk will have delegated responsibility to raise matters of alleged breach of planning to the Local Planning Authority.
- The Town Council standing orders are applicable to all members and meetings of the committee

6 Review

- These Terms of Reference will be subject to review every two years.

Planning Protocol

Policy for Dealing with Planning Applications for Aylsham Town Council

Introduction

This procedure sets out how Aylsham Town Council considers planning matters on which it is consulted by the Local Planning Authority.

Aylsham Town Council delegates the consultation responses to planning applications to its Planning Committee. This is a standing committee of the council, whereby meetings are open and accessible to members of the public.

This protocol takes into account that:

The consultation period for planning applications is 21 days, which means that not all planning applications can be considered by the Planning Committee at its scheduled meetings.

The Town Council believes that its residents are best served by the Planning Committee responding to applications in a timely fashion

For All Planning Applications

1. Upon receipt of notification of a planning application, if required, officers will apply to the Local Planning Authority for an extension to the consultation period
2. Notification of the planning application will be sent to councillors, including a link to the Local Planning Authority website, advising when the response to the application will be considered by Planning Committee and whether the Standard or Non Standard Process will be used.
3. Where possible, the response to the application will be sent via the Local Planning Authority's website. Where a more significant response is required, this should be emailed to the relevant Planning Officer. All responses should be sent within the deadline agreed with the Local Planning Authority.
4. The decision of the Local Planning Authority will be reported to the Planning Committee

Standard Process – For use when there is a Scheduled Planning Committee meeting, prior to the end of the agreed consultation period

1. The application will be taken to the next meeting-of the Planning Committee for a response to the consultation to be considered

Non-Standard Process - For use when there is not a Scheduled Planning Committee meeting, prior to the end of the agreed consultation period

1. Members of the Planning Committee will be asked to submit their views, by e-mail, to the Town Clerk.
2. The Town Clerk will assemble the views and respond to ~~Broadland~~ the Local Planning Authority with the majority view. If there is a distinct division in views then the Town Clerk can e-mail for further guidance from members of the planning committee.
3. Should the Planning Committee not wish to submit their views via email, an extra ordinary meeting can be called within the consultation period. This will be relevant if members of the committee believe the application could be contentious