

PLANNING COMMITTEE

Terms of Reference (Revised – Financial Regulations, Standing Orders & Legislation Aligned)

Membership:	6 Members
Quorum:	3
Ex Officio Members:	Mayor and Deputy Mayor

1. Purpose of the Committee
<p>To consider and make observations on all planning related matters affecting the Town Council area, ensuring the Council's views are formally submitted to the Local Planning Authority in a timely and informed manner.</p> <p>The Committee operates within the statutory framework, including</p> <ul style="list-style-type: none">• Town and Country Planning Act 1990• Planning and Compulsory Purchase Act 2004• Relevant Welsh planning legislation and guidance issued by the Local Planning Authority <p>The Committee has no-decision making powers over planning applications, which remain the responsibility of the Local Planning Authority.</p>
2. Delegated Functions
<p>The Committee shall undertake the following functions:</p> <p>1. Planning Applications To make observations on all County Council planning applications Delegation: Committee</p> <p>2. Planning Enforcement To refer any planning enforcement issues to the County Council Delegation: Town Clerk/ Committee</p> <p>3. Tree Preservation Orders To comment on Tree Preservation applications and the making of Tree Preservation Orders. Delegation: Committee</p> <p>4. Strategic Planning Consultations To make observations on strategic planning consultation documents Delegation: Committee</p> <p>5. Planning Appeals To make observations on planning appeals. To authorise witnesses to represent the Council where required Delegation: Committee</p> <p>6. Amendments to Existing Consents To make observations on applications for amendment to planning and related consents previously granted. Delegation: Committee</p> <p>7. Discharge of Conditions To make observations on applications for the discharge of conditions attached to planning permissions and related consents Delegation: Committee</p> <p>8. Street Naming and Numbering</p>

To make observations on street naming and numbering proposals Delegation: Committee
9. Building Control Liaison To liaise with the County Council on matters relating to building control Delegation: Committee/ Town Clerk
3. Operational Framework
<ul style="list-style-type: none"> • All responses are submitted as formal observations of the Town Council • The Committee acts within Council policy, local development plans and material planning considerations only • The Town Clerk supports administration, submission deadlines and liaison with the Local Planning Authority • Urgent planning matters may be dealt with under delegated urgency arrangements where permitted by Standing Orders.
4. Meetings
<ul style="list-style-type: none"> • Meetings shall be held every month • Additional meetings may be convened for major or time-sensitive applications • All decisions and observations shall be formally recorded and reported to Full Council

Meeting/ Governance Clarity (Member Reference Summary)

Governance Overview

Area	Full Council	CDR Committee	Clerk/RFO
Planning policy response	Oversight	Recommended observations	Support & submit
Planning applications	Receive reports	Make observations	Administer & Submit
Enforcement issues	Oversight	Refer/ recommend	Refer to LPA
Tree Preservation orders	Oversight	Comment	Admin support
Strategic planning consultations	Oversight	Respond	Admin support
Planning appeals	Oversight	Make observations/ nominate witnesses	Coordinate
Amendments to permissions	Oversight	Comment	Submit
Discharge of conditions	Oversight	Comment	Submit
Street naming/ numbering	Oversight	Comment	Liaise
Building Control liaison	Oversight	Liaise	Support

Adopted: 06.05.26

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