

# **FINEDON TOWN COUNCIL**

**Clerk:** Mrs Julia Tufnail  
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## Planning Committee – Terms of Reference Authority

The Planning Committee is appointed by and is solely responsible to Finedon Town Council.

The Committee duties are defined and agreed by the Main Council who may vote, at any time, to modify the Committee's powers. The committee will schedule meetings as necessary to meet the deadlines set by the Planning Authority.

## Membership

All members of the Committee will be members of the Town Council. The Committee will consist of no fewer than four elected Councillors - quorum at the Committees meetings will consist of no fewer than three elected members.

At its first meeting it will elect a Chairman to preside at its future meetings and will also elect a Vice Chairman if it wishes – to be re-elected each year after the Annual Town Council meeting.

## Record of Proceedings

The decisions of the Committee will be reported by the Committee to the Full Council at the next available meeting and recorded in the Minutes.

## Responsibilities

The committee has full delegated powers to make a Council decision regarding representations to the appropriate authorities regarding all planning applications in the Town, unless on vote the planning committee decides that the application should be passed to full Council due to its size, controversial nature or effect on Finedon.

The Planning Committee will have the following specific duties:

- a. To consider and respond to all planning applications referred to the Council by the Planning Authority, including calling in applications to elected members where appropriate, with other Councillors attending site meetings as required and their views being taken into account when making a decision
- b. All other planning matters concerning the Council, including liaison with potential developers adjacent to Finedon developers, or any agency proposing change to the built environment.
- c. All matters concerning highways and other means of access likely to have any impact on Finedon.
- d. Finedon environmental matters.
- e. Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.