

# East Cowes Town Council



## Terms of Reference

### Planning Committee

#### 1. Membership

- 1.1 The Committee shall comprise of 6 Councillors, appointed at the annual meeting of the Full Council.
- 1.2 The Committee will elect a Chair for the forthcoming year. The election of this position shall take immediate effect.

#### 2. Roles and Responsibilities

The committee will be responsible for:

- Consideration of planning applications
- Examining relevant plans, visiting sites (where required) and consideration of any comments from members of the parish before coming to a decision
- Ensuring that all relevant parties are given an adequate hearing
- Consideration of environmental/biodiversity aspects when considering planning applications
- Ensuring that any objections or recommendations are based solely on material considerations and in the timeframe required by the PLA
- Attending planning training sessions as offered and reading all relevant documentation to ensure that members are aware of current legislation and regulations

#### 3. Delegated Powers

- 3.1 The committee shall have delegated powers to comment on non-controversial planning applications on behalf of the Town Council
- 3.2 Planning applications that are deemed controversial (where public interest is evident), or are major schemes, will be considered and commented on at Full Council

#### 4. Voting

Each member shall have one vote apart from the Chairman who will have, in addition, a casting vote. Voting shall be by a show of hands. A named vote will be taken if so, requested by a councillor.

#### 5. Committee Servicing

The Committee shall be serviced by the Town Clerk or deputy.

#### 6. Meetings

Meetings will be called as and when required.