

## **Planning Committee – Terms of Reference 2018/19**

### **Membership**

Nine members of the Council (including the Chairman and Vice Chairman as ex-officios)

### **Purpose of the Committee**

1. To consider and make responses to any planning applications from East Devon District Council as the Local Planning Authority;
2. To consider any applications where Seaton Town Council is the applicant and to make recommendations to Council for approval prior to the submission of the application. This will also apply to any changes to the application or requests for further information
3. To act as a consultee on any planning policy matters raised by East Devon District Council

### **Conditions:**

1. Membership of the Committee to be decided upon its creation and the membership of the Committee to be re-appointed at the Annual Council Meeting in May each year
2. Meetings to be held twice a month and additional extraordinary meetings can be convened on an as and when needed basis
3. Minutes to be presented to the next available ordinary meeting of Seaton Town Council
4. The Assistant to the Town Clerk will support the Committee
5. The Committee is empowered to invite specialist professional officers or advisors to attend meetings to provide guidance as to matters under discussion

### **Restrictions:**

1. The quorum shall be three
2. The Town Council's Code of Conduct applies to this committee
3. The Planning Committee will only consider matters within its scope and will not have delegation to approve courses of action such as writing to the Secretary of State on behalf of the Council. This falls under the remit of Council

### **Delegated Powers**

## General

Councillors will be advised by the Town Clerk whether a particular item under discussion is within the Committee's delegated powers. If it is within the delegated powers, the minutes will record the decision as RESOLVED. If not, then the minutes will record the decision as RECOMMENDED and it will then be brought to the attention of the Council for decision.

## Specific Delegated Powers:

1. Determination of responses to all Planning Applications
2. Determination of responses in respect of all applications relating to the preservation, felling or other works with respect to trees and tree preservation orders
3. Determination of responses to any appeal against a planning decision by East Devon District Council including the preparation of submissions to be made to an Inspector as appropriate
4. To note any planning decisions made by East Devon District Council
5. To receive a report from the Chairman of any urgent planning items or amendments to planning applications received after formulation of the agenda
6. Responding to any consultation on planning policy.
7. Responding to and taking part in any discussion with regard to the Local Plan from East Devon District Council. However, where the matter relates to the area outside East Devon e.g. the Greater Exeter Partnership this will be considered by Council
8. To oversee the development and updating of Seaton's Neighbourhood Plan