



**ARUNDEL TOWN COUNCIL  
PLANNING COMMITTEE  
Terms of Reference – September 2021**

The authorities delegated to the Planning Committee by the Town Council are as follows:

- (1) To **consider** all Planning Applications received and to **comment** upon them to the Planning Authority **on behalf of ATC**.
- (2) To **consider** all Planning Appeals and, if appropriate, **make representations** to the appropriate Authorities and Tribunals **on behalf of ATC**.
- (3) To **monitor** developments in Local, Regional and National Planning Policy.
- (4) To **recommend action** to the full Town Council in relation to major issues of Planning Policy (including Strategic Development Plans, Highway Development Plans and Housing Development Plans) which may impact upon Arundel.
- (5) To **resolve** all general issues relating to Planning in Arundel - **unless** in the opinion of a majority of Planning Committee members, any such issues need to be addressed by the full Town Council.
- (6) To **recommend** a course of action to the Town Council in those cases where, in the opinion of a majority of Planning Committee members, particular issues need to be addressed by the full Town Council.
- (7) To **maintain awareness** of environmental issues which may impact upon Arundel
- (8) To **appoint** Working Groups, as necessary, to undertake particular tasks and report back to Planning Committee. This may be in the form of a member of public or a Voluntary Advisor to the Committee.

**In terms of Financing**

- (1) To **submit** to the Full Council, in the Autumn of each year, a proposed Annual Budget for the Planning Committee in the succeeding Financial Year.
- (2) In conjunction with the Clerk (whose own delegated authorities are to be clearly specified), to **exercise direct control** over Income & Expenditure within the Planning Committee Segment of the approved Annual Budget – but to **notify Full Council** of any decisions on the Virement of Funds



between Budget Headings and to **seek Full Council approval** for any proposed use of Contingency Funds or (Reserve) Balances.

*For Planning Committee members' information:*

- 1 the Planning Committee is constituted as a Committee of Arundel Town Council (ATC). The Committee composition shall normally comprise of up to five Councillors plus the Mayor and Deputy Mayor (Ex Officio) and such co-opted members of the public (including District and County Councillors) as required by the Committee. Only elected members of the Committee shall have voting rights. A quorum of the Committee shall comprise three Town Council elected members.*
- 2. Co-option can take place at any time during the year (if on the Agenda) but usually at the start of each new Council year.*
- 3. The Chairman and Deputy Chairman shall be elected at the first meeting of the Committee and shall hold such offices until the next Annual Meeting of the Council.*
- 4. The Chairman and Deputy Chairman of the Committee shall be elected members of the Town Council.*
- 5. Members of the Town Council and public who are elected to sit on the Planning Committee by the council may attend meetings and speak only with the permission of the Chairman.*
- 6. An elected member of the Committee that cannot attend a meeting will use his/her best endeavours to arrange for a substitute councillor to take his/her place. The substitute member may speak and vote in connection with the business before the Committee in his or her own right and shall not be regarded as an agent for the member of the Committee for whom he/she acts as a substitute Councillor.*
- 7. The Committee can set up working groups to investigate and research any matters which are of concern to the Committee and those groups may co-opt persons (which may or may not be Council Members) to assist in such investigations but such working groups have no authority other than to report back to the Committee with/without their recommendations.*
- 8. The Councillors' Code of Conduct will apply to all members of the Committee and ATC's Standing Orders will apply to conduct of meetings (declaration of interests, debate, voting etc).*
- 9. The Committee may consult and seek advice & information from external organisations and relevant experts but always ensuring that such correspondence cannot be interpreted as a decision or an opinion of the Town*



*Council. A member of public or Voluntary Advisor to the Committee may be consulted of whom reports back to the Committee.*

- 10. All correspondence shall be conducted with and/or through the Town Clerk.*
- 11. Minutes of all meetings are to be retained by the Town Clerk and forwarded by e-mail to members of the Committee and other Town Council members and posted to the ATC's website within one month.*
- 12. Meetings of the Committee will be convened, and the agenda and minutes will be made in accordance with Arundel Town Council standing orders.*
- 13. Any decisions and recommendations will require to be approved by Full Council at the next meeting following the recommendation.*