



Terms of Reference

Planning Committee

Membership	<ul style="list-style-type: none"> • The members of the Planning Committee shall comprise: The Mayor, Deputy Mayor, Town Clerk, Cllrs Johnstone, Kenney, Phillips and Wood and the Planning Advisor, Paul Armstrong.
Roles	<ul style="list-style-type: none"> • At the first meeting, the Planning Committee shall elect a town councillor to be the Chairperson and another town councillor to be the deputy Chairperson. • The Town Clerk shall issue the agendas and take the minute of the meetings, or in her absence shall arrange for another officer to carry out this responsibility.
Policy	<ul style="list-style-type: none"> • All Planning Committee members shall abide by the principles of the Town Council Code of Conduct, including declarations of interest.
Quorum	<ul style="list-style-type: none"> • A quorum shall comprise three members of the Planning Committee.
Meetings	<ul style="list-style-type: none"> • The Planning Committee shall meet monthly. • However other meetings may be scheduled as required. • An unscheduled meeting may be called by the Chairperson of the Planning Committee, or by the Mayor. • The Planning Committee may establish working groups to undertake specific tasks, and those working groups shall report to the committee. • All Councillors will be able to attend but not vote at all Planning Committee meetings. • The Planning Committee may invite other members of the community to join the meetings.
Purpose	<p>The purpose of the Planning Committee shall be to:</p> <ul style="list-style-type: none"> • Consider all Planning Applications received and to comment upon them to the Planning Authority on behalf of ATC. • Consider all Planning Appeals and, if appropriate, make representations to the appropriate Authorities and Tribunals on behalf of ATC. • Monitor developments in Local, Regional and National Planning Policy. • 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. • 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.



	<ul style="list-style-type: none">• 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.• 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.• Submit to the Full Council, in the Autumn of each year, a proposed Annual Budget for the Planning Committee in the succeeding Financial Year.• 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.
Reporting	<ul style="list-style-type: none">• The Planning Committee shall present the minutes of all its meetings to the council.• Any recommendations that require Town Council approval shall be prepared in the normal format and included on the Full Council meeting Agenda in agreement with the Town Clerk.