

# **BRANDON TOWN COUNCIL**

## **Planning Committee**

### **Terms of Reference**

The Planning Committee is currently an advisory body to the Local Planning Authority (West Suffolk) for all planning applications that relate to the Brandon Town area.

1. The Committee will appoint a Chairman at their first meeting following the Annual Meeting of the Town Council each year.
2. In the event of the Chairman's absence from a meeting the Committee will appoint a member of the Committee to chair that meeting only.
3. The Committee will consist of a minimum of 5 Councillors appointed by Full Council.
4. A quorum will consist of 3 members.
5. The Committee will meet once a month, dates to be decided or when required.
6. Should the need arise, the Town Clerk can be asked to apply for an extension to the comment's deadline from West Suffolk.
7. Members of the public may attend a Planning Meeting to make representation on an application and must submit their name, address and the application reference number on arrival. Time allocated to public representation is a maximum of 20 minutes per application or at the Chairman's discretion.
8. Councillors may question members of the public but must not engage in discussion with them nor can they express support or objection.
9. On-site visits must be arranged by the Town Clerk and a minimum of 3 members must be present.
10. At the request of 3 members of the Full Town Council an application may be called in to be considered by the Full Council.

11. The decisions of the Planning Committee must be clearly minuted and given the Town Clerk to be forwarded to West Suffolk and to be presented to Full Council.
12. All correspondence must be conducted through the Town Clerk.
13. Terms of Reference will be reviewed by Full Council annually.
14. Subject to clause 10, Brandon Town Council Planning Committee has delegated responsibility from Full Council to make a final decision in respect of planning issues.

NB

All Terms of Reference should be read in conjunction with the current Standing Orders.