

**BRADING TOWN COUNCIL
PLANNING COMMITTEE**



TERMS OF REFERENCE

1. Brading Town Council is a statutory consultee to the Isle of Wight Council Local Planning Authority (LPA) for all planning applications that are within the parish boundary or relate directly to the parish of Brading.
2. The Planning Committee is constituted as a Standing Committee of Brading Town Council and has delegated executive powers to :
 - consider and respond on behalf of the Town Council to all applications for planning approval
 - Consider and respond on behalf of the Town Council to all planning appeals.
 - Consider and respond where necessary to all enforcement action taken by the LPA within the parish.
 - Consider and respond to all Tree Protection Orders and related issues.
 - Consider properties within the parish and request that those of merit be added to the Isle of Wight Councils Local List
3. The Committee composition shall be a minimum of four councillors and a maximum of six councillors as voting members, with at least three members constituting a quorum. Two non voting members may become members of the Committee. Non voting advisory persons may be invited to planning meetings to advise on specific issues.
4. If the numbers of Councillors present (not including those debarred by reasons of a declared interest) falls below the required quorum the meeting shall be adjourned and any business not transacted shall be transacted at the next meeting or on such other day as the Chairman of the Committee may fix.
5. Membership of the Planning Committee shall be reviewed at the Annual Town Council meeting. The Chairman of the Committee shall be elected annually by the Committee.
6. The Planning Committee will, whenever possible, meet at 6pm in the Town Hall prior to the monthly meeting of the Town Council. Agendas will be circulated one week before the meeting. The Town Clerk will call additional meetings as and when necessary to ensure that all planning applications received can be discussed, considered and responded to within the LPA`s timescale.
7. Meetings of the Planning Committee will be publicised by the same method as that of Town Council meetings, with agendas and minutes being available on the Town Council website and notice of meetings being publicised at various points around the Town.

- 8.** All powers delegated to the Planning Committee shall be exercised in accordance with Standing Orders, policies adopted or directions given by Brading Town Council. All powers and duties of the Town Council in respect of the powers conferred on it from time to time under the Town and Country Planning Act and the Orders and Regulations including the Local Plan process remain with the Town Council with the exception of those mentioned at 2.
- 9.** The Planning Committee may appoint sub committees to facilitate extra work that may be delegated to it by the Town Council.
- 10.** A record of all planning applications, the responses and eventual results shall be recorded in the minutes of the meetings.
- 11.** Where the Planning Committee object to an application the Chair of the Committee is authorised to attend the Isle of Wight Councils Planning Committee meeting and to speak on behalf of the Town Council.
- 12.** Any major or controversial application shall be referred to the full Town Council, with a recommendation from the Planning Committee. Any two councillors may request that an application be deferred for a meeting of the Town Council.
- 13.** Where a site meeting is arranged it will subject to the prior approval of the Planning committee, at least two members and / or the Town Clerk should attend, a report by one of those attending will be made to the planning committee.
- 14.** All correspondence shall be conducted through the Town Clerk.
- 15.** All members of the Planning Committee should attend planning training within one year of joining the committee.