



Buckingham Town Council

Terms of Reference

Date agreed: 22/05/2023
Minute number: 18/23.2.3
Prepared by: Claire Molyneux
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Name

1. The Committee shall be known as the **PLANNING COMMITTEE**.
2. The Committee may be referred to as Planning.

Membership

3. Membership of the Committee is open to any Councillor who wishes to be a member
 - 3.1 Councillors who are not Members of the Committee may attend the meeting, but they may not vote on a decision.
4. The Committee shall be subject to a quorum of 3 or one third of its membership, whichever is greater.
5. In the event of an inquorate meeting, the Chair/Chairman, Vice-Chair/Vice-Chairman and the Mayor may agree a response to a time-sensitive application, either by re-arranging the meeting or, should time not allow, agree a decision in line with Council Policy and planning history. Should one or all of the designated Councillors not be present or available then those present, numbering not less than three, shall agree a response.
6. The Committee shall co-opt members from outside bodies as and when it is appropriate on an ongoing basis.

Chairman

7. The Committee shall elect a Chair/Chairman at the first meeting after the Annual Town Council Meeting. The Chair/Chairman's period of office is for one year.
8. The Committee shall elect a Vice-Chair/Vice-Chairman at the first meeting after the Annual Town Council Meeting. The Vice-Chair/Vice-Chairman's period of office is for one year.
9. The Chair/Chairman if present shall Chair the Committee meeting.

Conduct of the Meeting

10. All meetings of the Planning Committee shall be convened in accordance with the Town Council's Standing Orders and current legislation.

Area of Operations

11. The Committee shall be responsible for and have the authority for (unless stated elsewhere) the following aspects of the Town Council's functions:
- Reviewing planning applications (excluding those for more than 10 houses or for new multi-unit retail and multi-unit industrial developments)
 - Transport
 - Forward planning
 - Planning enforcement
12. In addition to the areas of operation above the Planning and Development Committee has the following responsibilities:
- 12.1 To undertake all powers and duties of the Council in respect of the powers conferred on it from time to time under the Town and Country Planning Acts and the Orders and Regulations including development control and the Local Development Framework process and any other strategic plans for Aylesbury Vale.
- 12.2 To undertake all powers and duties of the Council in respect of Neighbourhood Planning and Development under the Localism Act.
- 12.3 To make representations to the Local Planning Authority on applications for planning permission which have been notified in accordance with the relevant legislation which are for fewer than 10 housing units and for non-mixed development.
- 12.4 To consult with the committee and tree wardens by email in respect of all applications relating to trees and tree preservation orders and convey collated comments to Buckinghamshire Council's Tree Officer.
- 12.5 To make suggestions in respect of street naming.
- 12.6 To make representations involving Listed Buildings and the Conservation Area in Buckingham.
- 12.7 To act as the consultee and make representations as required in respect of all matters relating to roads and highways including: road signs, street furniture, street lighting, car parking, traffic management, footpaths, traffic regulations and bus services.
- 12.8 To promote all elements of equality in the built environment.
- 12.9 Public Services – to act as the consultee, make representations, and support as required all matters relating to:
- housing strategy
 - public/community transport including Local Transport Plans
 - utility services (gas, electricity, telecommunications, water, sewerage, flooding, etc)
 - waste infrastructure
 - mineral extraction
 - planning policy changes

— economic development of the town

Further Information

13. The Committee has authority to proceed with all items within its budget but must refer to Full Council when non budgeted expenditure is anticipated.
14. The Committee shall appoint sub-committees and working groups as and when it is deemed necessary and shall set out Terms of References for those bodies.
15. The Committee shall undertake reviews of Terms of Reference as and when appropriate for sub-committees and working groups under its remit and should make recommendations to Full Council regarding its own Terms of Reference.