

## **REMIT AND DELEGATED POWERS**

### **TOWN COUNCIL PLANNING**

1. The General Terms of Reference<sup>1</sup> will apply to all Committees and Town Council.
2. The Town Council Planning will meet on a monthly cycle (in line with the District Council diary).
3. All Councillors are members of Town Council Planning. The quorum of Town Council Planning shall be 9.
4. There will be a 15 minute public session at the start of each meeting.
5. **Remit** - authority to discuss/debate and record Town Council observations on planning applications and to relay such observations direct to the appropriate Planning Authority in time for these to be taken into account by the Planning Authority in its decision making process.
6. **Terms of Reference**
  - 6.1 **Development Control**
    - 6.1.1. To deal promptly with all planning functions of the Town Council and in particular to make representations to both the District and County Councils and Appeals Inspectorate as appropriate. When commenting upon applications from the District Council to decide whether an application should be referred to the Development Control Committee for determination rather than being dealt with under officers' delegated powers.
    - 6.1.2 To comment on any development outside the town boundaries which would have an impact on the town.
    - 6.1.3. To agree and periodically review the terms of reference of the Planning Management Team.
    - 6.1.4. To consult with individuals and interested organisations within Blandford as far as possible and to ensure that all legitimate concerns are taken into consideration.
    - 6.1.5. The Tree Officer (appointed at the Statutory Annual Meeting) will report as required to Town Council Planning on all matters relating to the preservation of trees in the environs of the town.
    - 6.1.6 When, due to timescale, planning applications have to be dealt with at the full Town Council meeting, the agenda item(s) will be chaired by the Chairman of Town Council Planning or a member of the Management Team.
  - 6.2 **Planning Policy**
    - 6.2.1 To take the lead in developing the Town Council's overall strategy for the development and conservation of Blandford.
    - 6.2.2 To consider and respond to:
      - a. The County Structure Plan
      - b. The District Wide Local Plan
      - c. The Bournemouth, Dorset and Poole Waste Local Plan
      - d. Any items specifically referred by full Town CouncilWhere appropriate to appoint Working Groups to consider any of the above.

### 6.3 General

To host guest speakers with such speakers attending Planning Meetings at 7.00 pm and giving their presentation as agenda item 3 after Apologies and Declarations of Interest.

### 6.4 Enforcement Matters

To take the necessary action to refer enforcement matters to the District Council when such matters are brought to the attention of the Town Council and to pursue such matters until a conclusion has been reached.

### 7. Referred Business

To consider such matters which due to the deadline response date are unable to be dealt with at the next full Council meeting, e.g. Justices Licence applications or transfers.

## **REMIT AND RESPONSIBILITIES OF THE PLANNING CHAIRMAN**

### 1. General

Two Vice-Chairmen will be elected at the Statutory Annual Meeting who together with the Chairman will form the Planning Management Team. Together with the Town Clerk, the Management Team will be responsible for presenting to Council Planning all planning applications received from North Dorset District Council and Dorset County Council and will be responsible for the chairing and overall management of the Planning Meetings.

### 2. Particular Responsibilities

2.1 The Chairman will arrange with the Management Team and the Town Clerk a convenient regular meeting date (at least once per month and no later than the Agenda setting day) to review all applications received.

2.2 The Chairman will ensure that the following is dealt with either by himself or the Management Team jointly:

- a) Videoing sites where considered necessary and presentation at the Planning Meeting
- b) Detailed examination of the plans before the meeting and presentation of the plans to the Planning Meeting.
- c) Pre-meeting site visits
- d) Attending NDDC site visits as necessary
- e) Liaison with NDDC Planning Department or other consultative groups and reporting back to the Planning Meeting
- f) Discussion with applicants and objectors if necessary and reporting back to the Planning Meeting
- g) Attend NDDC Planning Meetings if considered necessary

3. If attending meetings with NDDC officers then either two Members must attend or one Member with the Town Clerk or Assistant Town Clerk.

4. The cut off day for applications to be considered at the Monday Planning Meeting will be the previous Tuesday i.e. agenda setting day.