

# Planning Committee Terms of Reference

1. Every planning application or other related matter referred to the Council for observation shall be delegated to the next meeting of the Planning Committee for resolution.
2. Should the Planning Committee wish to approve a planning application which is contrary to the Basildon Local Plan, the Planning Committee will, in that instance, make a recommendation to the next Town Council meeting. If the timescale laid down by the Borough Council cannot be met, the recommendation will be referred to a Special Meeting of the Town Council.
3. Full details of each planning application or other related matter shall be recorded in the minutes of the meeting at which discussion thereon takes place or at which confirmation of action having been taken since the last meeting is sought.
4. The Planning Committee will consider and direct on all matters affecting the highway and transport facilities as they are affected by planning applications submitted to them. These matters will be mainly concerned with access to the highway, parking, traffic generation and safety. Any or all of these factors will be their responsibility to consider in relation to such applications and their views sent to the appropriate authority, via the Town Clerk.
5. The Planning Committee will be responsible for all matters relating to highways, access roads, parking and highway signage that may be considered necessary from time to time.
6. The Planning Committee will be responsible for all matters relating to licensing.
7. The Planning Committee will be responsible for matters relating to land use policies and its own planning policies.
8. The Planning Committee will be responsible for responding to Consultations regarding planning matters submitted by Government Departments and other Local Authorities where the deadline for response means that it cannot be presented to the Town Council meeting for approval.
9. Where necessary the Chairman of the Planning Committee may call an ad-hoc working group to deal with items that are urgent. Any recommendations from the working group must be submitted to the planning committee for approval.

10. Should a member of the Planning Committee wish to change the order of the agenda, he/she should propose the change, and the Chairman should ask the members present to consider the change and to vote.
11. Membership will be the Chairman and Vice Chairman of the Town Council ex officio and not more than 9 councillors from the Town Council.
12. The Planning Committee will draw up written estimates for the coming financial year for submission to the Finance & General Purposes Committee meeting at which Draft Estimates are considered prior to submission to the December meeting of the Town Council.
13. Working Parties and Project Groups reporting to the Planning Committee are to submit minutes or reports to the next meeting of the Planning Committee for approval.
14. The Planning Committee will contribute to the content of the Annual Report.
15. In the event that the Planning Committee is inquorate (less than half the number of members), the members present, in conjunction with the Clerk, can proceed with reviewing the planning applications.
16. These terms of reference to be reviewed annually for recommendation to the meeting of the Town Council, prior to the Annual Town Council meeting.