

Fishguard and Goodwick Town Council
Terms of Reference (T of R)



Terms of Reference for the Planning Committee

Type of committee:

The Planning committee is a standing committee.

The Planning Committee meet at 6:30pm on the fourth Monday of each month.

The Planning committee does not meet in August due to Councillors being in recess, unless urgent planning applications need to be discussed.

Purpose of the committee:

The purpose of the planning committee is:

- Ensure that **ALL** documentation referring to planning considerations and outcomes, is reviewed by the planning committee.
- To respond to all planning applications via the Pembrokeshire County Council website as consultees.
- To ensure that the Pembrokeshire County Council are made aware of any concerns or objections with regards to planning applications, by the planning committee.
- To consult with the community on larger planning applications to gauge their reactions.

The planning committee is not allocated an annual budget.

Scope:

- The planning committee can review and discuss all planning applications and related documentation
- The planning committee does not have any say/authorisation in the final outcome of any planning application
- The planning committee will work with the community on more sensitive applications.
- The planning committee will examine all documentation with regards to every application.
- To bring all sensitive/controversial applications to the attention of the full Town Council

Authority:

All Councillors on the planning committee can propose and approve motions.

Membership:

Any Town Councillor can sit on the finance committee, providing there is a vacancy, but all Councillors are all entitled to attend the meetings.

It is an open meeting and members of the public can attend.

There is no opportunity for members of the public to speak at planning meetings, unless special arrangements have been made by the Chair and the Clerk, in advance of the meeting.

The Chair and Vice Chair of the Finance committee, will be elected at the first meeting after the annual meeting of each year.

Meeting Arrangements:

The Planning Committee meetings will be held at 6:30pm on the fourth Monday of the month

Reporting:

The Planning Chair will give a brief outline of the previous Planning committee meeting at each full town council meeting.

Resources and Budget:

The planning committee is not allocated a financial budget.

Deliverables:

The planning committee members are expected to be aware of each and every planning application and outcome for Fishguard and Goodwick and to consult with and update the community, as and where applicable.

Review:

This document is reviewable on an annual basis.

July 2018 – C Bannister