



Coubro Chambers

11 West End

HOLBEACH

Spalding Lincs.

PE12 7LW

Tel: 01406 426739 e-mail:

holbeachpc@btconnect.com

Planning Committee Terms of Reference

Purpose of the Planning Committee

The Committee is appointed by full Council to deal with all planning, speeding, council owned property matters and emergency planning, subject to budget, expenditure and contractual limits decided by the full Council, and reporting back to full Council as required.

Membership:

1. Five Parish Councillors will be appointed annually at the Annual Council Meeting as voting members.
2. If a councillor resigns from the Committee/Council during the year a new councillor will be appointed at the next appropriate Full Council meeting
3. The committee shall be subject to a quorum of three of its members.

Chairman:

1. The chairman of the committee will be elected by the committee at either the Annual Parish Council meeting or its first meeting after the Annual Parish Council meeting.
2. The election of a vice chairman is optional, it will however follow the same process as the election of a chairman.
3. It is advised that one member of the council should not be chairman of more than one committee, in order to encourage wider participation.

Meetings:

1. The Committee shall have a set calendar and shall be convened monthly. The calendar of meetings shall be confirmed at the first meeting after the Annual Meeting of the Holbeach Parish Council.
2. Additional meetings of the Planning Committee can be called as and when necessary, by the chairman of the Committee or the Clerk as directed, or by two members of the committee by written request to the chairman at any time.
3. In the case of an equal vote the Chairman of the Committee shall have a second or casting vote.
4. Meetings will be minuted by the Clerk to the Council, another member of staff or a member of the committee.

Specific Roles & Responsibilities:

The Planning Committee has the delegated authority from Holbeach Parish Council:

1. To be responsible for the management of the Council's Properties and emergency planning have the ability to prioritise and manage workloads of employees in relation to these areas.
2. To instruct employees to undertake work within the committee's remit, where prior approval cannot be obtained from full council due to time constraints.
3. To have an emergency spend budget of £500 (authorised in conjunction with the Clerk) for work within the remit of the committee, where prior approval cannot be obtained from full council due to time constraints.
4. To respond to planning applications using material planning considerations, based upon the responses from all members (if a member gives no formal response their view is taken to be neutral) and considering the context of National Planning Guidelines, South East Lincolnshire Local plan, and any other relevant documentation as it arises.

The Planning Committee has further responsibility:

1. Provide a monthly report to full council, detailing any issues, changes or events that have occurred between meetings.
2. To draft, implement, review, monitor and revise all documents relating to planning, properties, speeding and emergency planning in conjunction with the clerk, and recommend any changes to full council.
3. Work closely with full council and other appropriate groups to develop the town, improve the Town's planning and to develop and improve the council's properties, consulting and engaging with the public on proposals when considered necessary.
4. To monitor speeding across the Parish to make clear and concise requests and recommendations to relevant bodies.
5. To discourage speeding through Visibility and targeted use of the council's static speed signs
6. To manage the Council's asset register in conjunction with the Finance Committee.
7. To arrange and oversee the day-to-day repairs and maintenance of the Council's properties.
8. To advise the Council on matters relating to the Council's property portfolio.
9. To conduct regular lease and rent reviews and recommend any changes to Full Council.
10. To investigate, manage, and deliver any special projects agreed by the Council and delegated to the Committee, in accordance with the Council's requirements.