



Looe Town Council – Committee Terms of Reference

Committee Name

Planning Committee

Type

Full Standing Committee

Purpose

- The making of representations to the Local Planning Authority on applications for planning permission which have been notified in accordance with relevant legislation.
- The making of representations in respect of appeals against the refusal of planning permission.
- The undertaking of street naming under powers delegated by Cornwall Council, and to make representations regarding house naming and street numbering.
- To consider and monitor strategic, unitary and other developmental plans, proposed listed buildings, conservation areas, tree preservation orders and building preservation orders which impact upon Looe, and the making of all appropriate representations.
- To offer advice from a planning perspective on economic development initiatives for the benefit of the Town and the making of recommendations on all related matters and liaison as appropriate with other agencies.
- To co-ordinate the Council's work in respect of Neighbourhood Planning.
- The making of representations to the appropriate Planning Authority in respect of other planning matters not otherwise referred to in Terms of Reference above.
- To consider all planning matters relating to highways, footpaths and bridleways, cycle routes and to make representations to other authorities regarding these matters.
- To consider and to make representations to other authorities in respect of applications for liquor, gaming and public entertainments licences.
- (Community engagement and consultation will be considered by the Committee where it is deemed appropriate, and the necessary steps will be taken to advertise and bring to the communities attention so they can fully engage.

Scope:

- To review planning documentation received.
- To liaise with the appropriate Cornwall Council Planning Officer and note their comments
- Engage with members of the public and note their comments through an open forum or Cornwall Council Planning Portal.
- The Planning Committee will deliberate and make a recommendation as a consultee to Cornwall Council.

Authority

- The committee shall make recommendation to the Full Council for new and modified services
- Any decision requiring additional financial funding outside of agreed budgets shall be presented to Full Council for consideration
- Any new funding in addition to established income shall be recommended to the Full Council for consideration

Membership

- The Committee shall consist of a Chair, Vice Chair and elected committee members as determined by the Full Council.
- Other member may be co-opted on the day of the meeting.
- Non designated committee members who are Looe Town Councillors shall be free to join meetings as and when they want to and may participate in the meeting at the discretion of the Committee Chair.

Meeting arrangements

- The Committee shall meet monthly and on an ad hoc basis when required by the Chair.
- Quorum for the Committee shall 50% of the committee membership rounded up.
- An agenda will be provided for all formal committee meetings and minutes will be prepared.

Reporting

- Approved meeting minutes will be made available on the LTC web site for public review
- The Committee Chair will provide a brief summary of activity at the Full Council Meeting
- The Chair shall present an annual report demonstrating progress against agreed goals and objectives

Resources and budget

- A budget of £2,000

Adopted Full Council 4th January 2021.