

# Terms of Reference for the Planning Committee



**Type & Function:** Committee of the Council  
**Report Author:** David Liddle, Town Clerk  
**Adopted:** 23 May 2018  
**Reviewed:** 9 May 2019  
**To Be Reviewed:** May 2020

<p><b>Voting Members</b> Six members of the Town Council one of which is an ex-officio position for the Chairman or the Deputy Chairman</p>	<p><b>Quorate</b> Three</p>
<p><b>Meeting Location and Frequency</b> Council Chamber a minimum of six times year</p>	<p><b>Clerk</b> Deputy Town Clerk</p>
<p><b>Non-Voting Members</b> Not applicable to this committee.</p>	
<p><b>Aim and Role</b>  <b>Aim</b> To act as a statutory consultee to the Planning Authority for all planning applications that are in or relate to the Filey Town Council area.</p> <p><b>Roles</b> The Committee is to:</p> <ol style="list-style-type: none"> <li>i. Fully consider all planning applications and make response thereon on behalf of the full council to all applications for planning permission and appeals referred to Filey Town Council by the planning authority.</li> <li>ii. Manage the response of the Council to consultations relating to planning matters (eg Local Plan, national policy consultations, etc).</li> <li>iii. Manage the Council's work towards a Neighbourhood Plan for Filey.</li> </ol>	
<p><b>Budgetary Control</b> Not applicable to this committee.</p>	
<p><b>Budgetary Oversight</b> Not applicable to this committee.</p>	
<p><b>Delegated Powers</b></p> <ol style="list-style-type: none"> <li>a. Make observations on all planning applications and submit those observations to the Planning Authority (SBC), and when necessary hold meetings with residents,</li> </ol>	

developers or Planning Officers to assist with the formulation of those observations.

- b. Receive notification of any licensing applications and make any observations they deem necessary.
- c. Keep a watching brief on any licensing issue referring any concerns back to the Licensing Authority (SBC).
- d. Respond to all consultations on planning related matters and to take part in any discussions which could result in changes to the Local Development Plan, Local Development Framework, Planning Policy Guidance, Conservation Areas, Town & Country Planning Act etc.
- e. Act on behalf of the Council to appoint a representative to attend Planning Inquiries/Appeals and to make representations in respect of appeals against the refusal of planning permission.
- f. Communicate with the Planning Inspectorate.
- g. Identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.
- h. Manage on behalf of the Council the process and the work towards the creation of neighbourhood Plan for Filey.
- i. Chairman to issue press statements regarding planning matters on behalf of the full council.

**Annual Procedural Business**

Not applicable to this committee.