



Lowestoft Town Council

Terms of Reference for the Planning Committee

1. Appointment

- 1.1. The Planning Committee is appointed by and solely responsible to Lowestoft Town Council.

2. Duties

- 2.1. The Committee's duties, as set out in these terms of reference, are defined and agreed by Full Council, which may vote, at any time, to modify, remove or increase the Committee's term.

3. Meetings

- 3.1. Meetings are to be held on a fortnightly basis, with extraordinary meetings scheduled when needed.

4. Record of Proceedings

- 4.1. The Committee will meet fortnightly to prepare responses to all routine planning matters, including recommendations on planning applications.
- 4.2. Written minutes will be taken to record the Committee's decisions and will be received at the next Full Council meeting and tabled as an appendix.
- 4.3. The Clerk will be responsible for arranging the recording and distribution of the minutes.
- 4.4. All decisions will be relayed to the relevant Planning Authority by the Clerk or, in the Clerk's absence, another suitable staff member or Councillor.

5. Membership

- 5.1. The membership of the Committee will be no fewer than quorum plus one (i.e. five Councillors).
- 5.2. Full Council will elect a Chair for the Committee at the Annual Meeting of the Council every May.
- 5.3. The Council will strive to appoint a minimum of one Councillor from each ward where reasonably possible and practical, however, all members of the Committee are expected to represent the interest of the whole Council area.
- 5.4. Any elected member can preside by agreement in the absence of the Chair and Deputy Chair.
- 5.5. A quorum will be four elected members of the Committee.
- 5.6. Substitutes may be appointed to ensure that meetings are quorate.
- 5.7. Members of the Committee will be required to complete the following training, as per the Councillor Training Programme:
 - The Chair of the Committee shall complete relevant Chairpersons training



- All members shall complete relevant planning training within three months of joining the Committee
 - All members shall complete Equality and Diversity training in the year of local council elections and then two years thereafter, or on any changes in legislation and policy
 - All members shall complete Safeguarding training in the year of local council elections and then two years thereafter, or on any changes in legislation and policy
 - All members shall complete Data Protection training on an annual basis
- 5.8. The Mayor and Deputy Mayor may attend meetings in an ex-officio capacity, if both are in attendance in this capacity then only one may have voting rights.
- 5.9. All other members of the Council have the right to attend the meeting and make representations on the matters being discussed with the Public Forum.

6. Responsibilities

- 6.1. The Committee will be granted full delegated powers to make a Council Decision regarding responses on planning matters to the appropriate planning authorities and any other relevant parties. This will include delegated authority to act as per the items below:
- 6.1.1. To consider and implement the objectives of the Town Council's Business Plan relevant to this Committee.
 - 6.1.2. To consider and provide a response, to the relevant Planning Authority, to all planning applications when notified under the Town and Country Planning Act 1990 Sch 1 para 8. or otherwise, regardless of their size, controversial nature or effect on the area.
 - 6.1.3. To review and implement the Neighbourhood Plan.
 - 6.1.4. To apply relevant Neighbourhood Plan policies to all recommendations made by this Committee.
 - 6.1.5. To identify and make representations to the relevant authorities in respect of enforce action or any matters considered to be breached of planning regulations.
 - 6.1.6. To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure.
 - 6.1.7. To comment on licensing applications and other licensing matters when notified or otherwise alerted.
 - 6.1.8. To comment on street naming consultations and similar matters relating to the identity of the area when notified or otherwise altered, taking into account related land ownership issues.
 - 6.1.9. To comment on rights of way and other highways consultations and similar matters when notified or otherwise altered, taking into account related land ownership issues.
 - 6.1.10. To comment on Asset of Community Value consultations received from East Suffolk Council.



- 6.1.11. To comment on planning and environment consultations, including those from statutory bodies, and advise the Council of any significant legal or policy developments, and to solicit input from other Committees and Sub-Committees on consultations relevant to their work.
- 6.1.12. To make recommendations on Lowestoft Town Council planning and environment policies.
- 6.1.13. To establish Sub-Committees and Working Groups as required for significant planning or environment matters, such as for progressing neighbourhood planning.
- 6.1.14. To review and approve applications where appropriate for Street Trading Licenses.
- 6.1.15. To review its own remit and make recommendations to Full Council on its terms of reference.

7. Working Groups

- 7.1. The Committee may form temporary Working Groups to carry out a task-and-finish project in the event the Committee's workload does not permit enough time to consider the project during its standard meeting schedule.
- 7.2. This Committee has a responsibility to review and monitor the progress of its Working Groups.
- 7.3. Should the Working Group require an officer to attend its meetings to take notes, a business case must be submitted to the Town Clerk for consideration and approval.

8. Climate and Ecological Emergency

- 8.1. This Committee recognises that it plays an important role in delivering climate protection and improvement measures through creating appropriate planning policies and influencing others, including the Local Planning Authority. During relevant decisions planning applications, infrastructure and consultations (including any revisions of the Local Plan), this Committee shall consider the following, in line with the Local Plan and relevant legislation:
 - 8.1.1. Biodiversity.
 - 8.1.2. Supporting new or improved renewable energy.
 - 8.1.3. Supporting alternatives to car use e.g. walking, cycling and public transport.
 - 8.1.4. Encouraging efficient car use, including through appropriate car parking provision, car sharing, differential car parking charges and the use of electric cars, including sufficient car charging points.
 - 8.1.5. Encouraging the management of land for nature and an increase in tree cover.
 - 8.1.6. Resisting the use of natural open space for development and encourage reuse of brownfield sites.
 - 8.1.7. Support homes which are energy efficient, nature friendly and located close to public transport and amenities.
 - 8.1.8. Actively support robust planning and neighbourhood plan policies.
 - 8.1.9. Where information on environmental impacts of development is absent, responses to planning applications will state that the Planning Authority has failed to provide this essential information.