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PLANNING AND LICENSING COMMITTEE TERMS OF REFERENCE

COMMITTEE TYPE: EXECUTIVE

PURPOSE: To consider and respond to planning and licensing applications received by the Planning and Licensing Authorities for the Parish of Cullompton and, as considered necessary by the Planning Authority, those in neighbouring Parishes.

AUTHORITY: The Planning Committee is authorised to make responses to the Planning Authority in respect of planning and licensing applications received by the Planning Authority that are for land and premises within the Parish boundary.

The Planning Committee is authorised to make responses to the Planning Authority in respect of other such applications for which the Planning Authority considers it should be consulted for land and premises in neighbouring Parishes.

SCOPE:

1. The Planning and Licensing Committee will consist of 7 members excluding the Chair and Vice-Chair of the Council who are entitled to attend and vote as Ex-Officio members. The membership and the Chair of the Committee will be nominated by the Council at its Annual Meeting in May of each year.
2. The Planning and Licensing Committee will meet on an ad hoc basis and a meeting will be summoned by the Chair of the Committee if such a meeting is requested by a member of the Council. All meetings will be governed by the [Local Government Act 1972 Schedule 12](#) and the Council's adopted [Standing Orders](#).
3. A quorum of the Planning and Licensing Committee will be a minimum of 3 members.
4. A list of planning applications received will be circulated to all members by officers on a weekly basis together with a response date giving the membership time to consider the applications received and whether an application should be called in for consideration by the Planning and Licensing Committee.
5. The Town Clerk is delegated to respond to Planning Applications that are not called in as follows:

“Cullompton Town Council notes planning/licensing application [application reference] and wishes to make no comment.”

6. Should any member of the Council wish to have a planning application considered by the Planning and Licensing Committee, that member should inform the Town Clerk and Deputy Clerk in order that the appropriate summons can be issued together with an Agenda for the meeting.
7. When considering a planning application, the Planning and Licensing Committee should have due regard for:
 - 7.1. The National Planning Policy Framework (NPPF).
 - 7.2. The adopted Mid Devon Local Plan.
 - 7.3. The adopted Neighbourhood Plan.
 - 7.4. The Conservation Area Management Plan (CAMP).
 - 7.5. Local opinion if such is available.
 - 7.6. Other information and advice that may be available.
8. Once a meeting of the Planning and Licensing Committee has formulated its response, officers will transmit this response to the Planning Authority as soon as practicable thereafter.
9. Should a planning application be considered to be so large and/or complex that the skill set to formulate an effective response to it, the Planning and Licensing Committee is authorised to engage the services of a specialist in planning matters to assist, utilising the relevant budget as deemed appropriate by the Responsible Finance Officer.
10. If required, a member of the Planning and Licensing Committee will be nominated to represent the Council at a meeting of the Planning Authority. This is likely to occur if there is particularly strenuous support or objection to a planning application.
11. These Terms of Reference will be reviewed annually at the Annual Meeting of the Council. The Planning and Licensing Committee can recommend amendments to these Terms of Reference for consideration by the Full Council.