

# AXBRIDGE TOWN COUNCIL

## REMIT 2

### **PLANNING AND LICENCES COMMITTEE** (A standing committee of the council)

#### **Chair and Committee membership**

Chair: to be elected by the committee at the first meeting each year.

Vice-Chair: to be elected by the committee at the first meeting each year.

Mayor (ex officio)

Deputy Mayor (ex officio)

5 other councillors

#### **Remit**

##### **Duties:**

To meet as required (usually once or twice a month) to consider and give opinions on current planning applications, temporary road closure applications and licence applications.

To receive all planning and housing related correspondence.

To produce minutes of the Committee meetings to inform Council of recommendations and decisions made.

To review all planning and housing policies of the council annually.

##### **Powers:**

To make observations, recommend approval or raise objections on behalf of the Council with relevant authorities on small applications, i.e. those which relate to no more than one property. (An application which relates to more than one property should be determined by full council, unless the Council delegates the specific application to the planning committee for determination.)

To liaise with local authorities, service providers, other organisations and members of the public about small applications.

The committee will examine all large applications on behalf of the council and make recommendations to council on these. Very large applications will be dealt with directly by Council in accordance with the policy on the process of publicising and considering very large planning applications

The committee will consider all documentation, correspondence and financial matters relating to Neighbourhood Planning on behalf of the Council. It will make recommendations to and regularly inform the Council on these matters.

The committee will deal with all correspondence relating to small planning applications and advise on all other planning related correspondence including

strategic planning, the local development framework, minerals planning and affordable housing.

The Committee will deal with items relating to specific planning applications as delegated by Council

The committee will consider all other planning related matters raised by councilors and advise council accordingly.

The Committee will deal with all enforcement issues brought to the attention of the Council in accordance with agreed procedure and policy (Council: 15<sup>th</sup> April 2013 minute 216/12(c) refers)

The committee will deal with all questionnaires and surveys related to planning and development on behalf of the council.

The committee will respond to any Licence Applications relating to the sale of alcohol, entertainment and gaming.

The committee will respond to any Temporary Road Closure applications on behalf of the Council.

The committee will consider all housing issues on behalf of the council.

Any of the above matters considered to be particularly contentious by the Mayor, Chairman of the Planning Committee or Clerk should be referred to full Council for a decision.

If a properly called meeting of the committee is found to be inquorate at the start or becomes inquorate during the meeting the clerk has delegated powers, as defined in standing orders, which may be used.

**Adopted by Council: 12 June 2023 (minute 30/23(b) refers)**

**Reviewed by Planning and Licences Committee : 10 June 2024 (minute 7.24PL refers)**