



# NORTH WALSHAM TOWN COUNCIL

## Terms of Reference - Planning

Adopted by the Council at its meeting held on 24.4.18

### Committee Election

All Councillors will be voted on the Committee at the Annual Council Meeting. In the event of more nominations than spaces an initialed paper ballot may take place. There will be 8 core members, all other members are invited to attend, shall receive all planning applications and will be entitled to vote.

The Proper Officer writes/oversees the Agenda and Minutes (even if delegated to a Lead Officer). All members will be summoned to meetings. The Chairman and Vice Chairman of the Committee will normally be elected at the first meeting of the Committee following the Annual Council Meeting.

The Committee is approved to discharge the functions of the Council and has been given delegated powers to decide minor planning applications by emails between the Lead Officer, Chair of Planning, Vice Chair of Planning and relevant ward members, on the council's behalf. Major or contentious applications will still require a Planning meeting to be called. Only Councillors have the right to vote, non-Councillors do not.

### Membership

Members	16 Councillors with 8 Core Councillors
Quorate	5 Councillors
Public	Yes (non-confidential items are open to non-Committee members & general public)
Budget	N/A
Meetings	2 <sup>nd</sup> and last week in every month if required
Minutes	Draft minutes are approved by the Committee Chairman for presentation to Full Council and will be agreed by the Committee at their next meeting

### District Council Planning

#### Prefixes

<b>PF</b> Planning permission full	<b>LA</b> listed building alteration	<b>PA</b> Prior Approval
<b>PO</b> Planning permission outline	<b>TPO</b> tree preservation order	<b>ADV</b> advertising
<b>PU</b> change of use notification	<b>DP</b> Prior demolition notification	<b>APP</b> appeal
<b>PP</b> Planning in principle	<b>CL</b> Certificate of lawfulness	<b>BA</b> Broads Authority

### County Council Planning

#### Prefixes:

<b>C</b>	applications for minerals or waste development
<b>Y</b>	regulation 3 development such as schools, libraries, fire stations etc
<b>E</b>	pre-application advice in relation to minerals and waste development
<b>P</b>	pre-application advice in relation to County Councils' own development
<b>Z</b>	permitted development enquiry in relation to County Council's own development

### Delegated Powers/Objectives

**Replies to District Council** - all applications are either 1,2 or 3 as below plus any necessary comments

**1.** Supports application, **2.** Has no objection or comments on application, **3.** Objects to application

**Replies to County Council** - all applications have to be replied to by email, with Councils response