



NORTH WALSHAM TOWN COUNCIL

Terms of Reference – Planning

Committee Election

All Councillors on the Planning committee will be voted on at the annual full Council meeting. In the event of multiple proposals 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 Chairman and Vice Chairman of the Committee to be elected at the first meeting of the Committee following the Annual Town 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 nd and last week in every month if required. Agenda items to be agreed with the Chair or Deputy Chair of Planning
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

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

County Council Planning

Prefixes:

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