



"Stronger together"

Grantham Town Council Planning Committee Terms of Reference

1 MEMBERSHIP

- Committee to consist of up to 10 members.
- Members to be elected annually at the Annual Town Council Meeting.
- The Chairman and Vice Chairman to be elected annually by the Committee Members at its' first meeting after the Grantham Town Council Annual Meeting and they shall hold office until the next Annual Meeting.
- The Chairman and Vice Chairman once elected, to determine how they would like to be identified.

2 AIMS

- To comment on planning applications in consultation with relevant Ward Councillors.
- To respond to consultations on matters relating to planning or the local environment.
- To receive and consider correspondence relevant to the Committee.
- To comment on appeals lodged following the refusal of planning approval.
- To receive reports on matters related to highways services delivered in the town.
- To make recommendations to Lincolnshire County Council and other appropriate agencies on strategic highways matters.
- To make recommendations to Council regarding policy and strategic matters relating to all of the above.

3 MEETINGS

- The Committee should at meet at least quarterly, or as required and where required, hold public meetings for consultations with developers.
- Dates will be included in the Council's meeting calendar.
- Additional/special meetings can be called as required per Standing Orders.

4 QUORUM

Three members or one third of the total membership, whichever is the greater, shall constitute the quorum at meetings of the Planning Committee.

5 GOVERNANCE

- Minutes of meetings will be documented and circulated and any salient points requiring full Council ratification will be submitted by the Planning Committee to the next Council meeting.
- The minutes will then be approved by the Planning Committee at its' next meeting.

6 TRAINING

Training on planning matters at Town Council level should be undertaken by Councillors and staff.

7 ACCOUNTABILITY

The Planning Committee has delegated power to act as a consultee of the planning authority, to consider all planning applications received from South Kesteven District Council and LCC and make recommendations on behalf of the Town Council.

Version number	Purpose/change	Date considered and agreed by Town Council	Date adopted by Town Council
15.07.24	Created		
02.09.24	Review	Governance Committee	
18.10.24	Town Council for adoption		18.10.24

