

Winsford Town Council Planning Committee– Terms of Reference

STATUS

The Planning Committee shall be a standing committee of Winsford Town Council. Its members shall be reviewed and appointed annually at the Annual Council Meeting, or at any other time as required by the Council.

It is an autonomous committee, and its decisions and recommendations do not require ratification by the full council unless a matter is specifically referred to, or an issue is required by law or proper practice to be discussed at full council. The committee is subject to the council's Standing Orders and Code of Conduct.

MEMBERSHIP AND QUORUM

The Committee shall consist of all Town Councillors unless amended by the Town Council.

Its quorum shall be five.

The chair and vice chair of the committee shall be elected by the committee at its first meeting following the Annual Council Meeting.

If the meeting is inquorate, it will be postponed to a later date.

Non-voting advisory persons may be invited to committee meetings to advise and mentor on specific issues, but they shall not have a vote.

AIM AND OBJECTIVES

To receive and comment upon planning applications referred to it by Cheshire West and Chester Council (CWAC) and any other authority.

To receive and comment upon matters relating to any other planning issues including Local Development Framework and Local Plan.

To respond to requests for street naming in accordance with CWAC agreement.

At the discretion of the committee, any major application shall be referred to full council.

Where the committee objects to a planning application and such application is brought to CWAC Planning Committee for determination, the committee chair, vice chair or a delegated member will attend the meeting to speak on behalf of the council.

WORKING GROUPS

The committee shall have the power to set up working groups who will report to the committee as required.

BUDGET

Any additional funds required by the committee to discharge its obligations shall be sought from full council.

MEETINGS

The committee's agendas and minutes shall be published on the council website, social media and noticeboards and the list of dates published in the council's annual calendar.

Additional meetings may be called, if required, due to urgency, or planning matters referred to full council, whichever is most timely.

Decisions of the committee will be uploaded to the CWAC planning portal.

All correspondence shall be conducted through the Town Clerk or Deputy Town Clerk.

TRAINING

Members of the town planning committee are required to attend planning training upon joining the committee and will keep abreast of current planning legislation and issues.