

Appendix - Scheme of Delegation

If approved, to be added to the master Scheme of Delegation Document.

Planning & Licensing Committee

For all committee meetings a quorum of three is required – 4 members of the Town Council, 2 from each ward, that are approved by the Full Council to serve on this committee.

The committee shall meet once a month to keep abreast of developments relating to its functions and authority.

5.1 Planning matters for consideration and determination:

- a) To make representations to the Local Planning Authority on applications for planning permission which have been notified to the Council.
- b) To make representations in respect of appeals against the refusal or conditions of planning permission.
- c) To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.
- d) To deal with any other planning development related matter including conservation matters.
- e) The Town Clerk be given delegated powers (in conjunction with the committee Chair) to respond to applications where a response is required before the next meeting.