



Terms of Reference Planning and Transport Committee

Purpose

Wareham Town Council (“the Council”) is an advisory body to the Planning Authorities (Dorset Council) for all planning applications that directly relate to the parish area. The Planning and Transport Committee is constituted to consider and respond on behalf of the Council to all applications for planning permission and planning appeals referred to the Council by the Planning Authority.

Authority, Powers and Duties

- (a) The Planning and Transport Committee has delegated authority from the Council under Standing Order No. 8.3 to consider planning applications referred from the Planning Authorities, and to make decisions in accordance with its Terms of Reference.
- (b) All powers shall be exercised in accordance with any Standing Orders, policy adopted, or directions given, by the Council.
- (c) All power and duties of a Town Council in respect of the powers conferred on it from time to time under the Town and Country Planning Acts and Orders and Regulations, including development management and the local plan process, remain with the full Council.

Areas of Responsibility

The following shall constitute the Planning and Transport Committee’s areas of responsibility:

Planning

- (1) To make observations to the Local Planning Authority on applications for planning permission which have been notified in accordance with the Local Government Act 1972, Section 20, Schedule 16 and other relevant legislation.
- (2) To make observations in respect of appeals against the refusal of planning permission.
- (3) To identify and make observations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.
- (4) To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure.
- (5) To deal with any other planning related matter that a meeting of the full Council considers appropriate to be referred to the Planning and Transport Committee.

- (6) To consider any other planning matter that relates to the parish of Wareham, at the discretion of the Chairman

Transport

- (1) Signage.
- (2) On street parking matters generally, including requests for additional yellow lines.
- (3) Traffic regulation orders notified by Dorset Council Highways.
- (4) Public transport matters.
- (5) Schedules of Works proposed by Dorset Council.
- (6) Public safety issues, including pedestrian crossings.
- (7) Consultations from other agencies.
- (8) To consider any other transport matter that relates to the parish of Wareham, at the discretion of the Chairman.

Other Areas of responsibility

- (a) To be concerned – in consultation with other committees – with the planning and conservation of Wareham Town.
- (b) To receive, consider and respond on behalf of the Council within the required timescales on any matters related to Licensing which may be referred to the Council for consultation by Dorset Council.
- (c) To prepare a revenue budget relating to committee activities and training in particular.
- (d) To consider any other matter relevant to the overall responsibilities of the Committee.

Planning Applications – Consultation Procedures

- (a) Planning applications shall be made available to committee members as soon as possible after receipt by the Town Clerk from the Planning Authority.
- (b) Planning and Transport Committee members may canvas opinion for and against the application and consult with other relevant bodies to assist with fair determination of applications prior to the committee meeting.
- (c) Site viewings may be arranged by the Chairman of the committee to assist in decision making (or the Vice-Chairman if the Chairman is not available), prior to the committee meeting. When a site viewing is arranged, all members of the committee shall be notified.

Meetings

- (a) The schedule of meetings is to adhere to the Annual Calendar of Meetings produced for Council and all committees and sub committees of the Council.
- (b) The Town Clerk or the Chairman of the Planning and Transport Committee will call additional committee meetings as and when necessary.

- (c) If the Committee considers a planning application to be of great importance to the town, needing a whole Council response, they may resolve to defer the decision either to the next full Town Council meeting or, if a time regulated decision is required, request the Town Mayor to convene a Special Meeting of full Council to decide the response.
- (d) The Planning and Transport Committee has an obligation to ensure that all comments received, prior to the meeting, from all relevant parties, applicants and objectors, for planning applications (not including enforcement notices) are considered at the meeting.

Responses

- (a) The Planning and Transport Committee will decide whether to recommend, support or make an objection, or if there is no recommendation to make in relation to each planning application.
- (a) The Committee Clerk will convey the committee's recommendations to the Planning Authority, or other relevant body, and will ensure that these recommendations arrive within the timescale for each application so that these may be taken into account in the decision-making process.
- (b) Where an application is subject to an appeal, the committee is authorised to make written representation or to elect a member of the committee to attend the hearing.
- (c) Wherever possible, a member of the Planning and Transport Committee is to be nominated to attend the Planning Authority's Planning Committee meetings to represent the committee's views in respect of controversial planning applications.
- (d) All correspondence should be conducted through the Town Clerk wherever possible.

Delegation

In the event of a planning application being received within a timescale that does not fall within the committee cycle, it is delegated to the Town Clerk, in consultation with the Chairman and Vice Chairman, to determine if an extraordinary meeting is required to consider the application within the consultation period, or if the application can be determined under delegated powers. If the latter is agreed, it is delegated to the Town Clerk, in consultation with the Chairman and Vice Chairman of the committee to submit a formal response, recommending support or objection, to Dorset Council. In this event, this will then be reported to the next meeting of the Planning Committee.

Review

These terms of reference are to be reviewed annually by the Planning and Transport Committee and then referred to Council.