



# **BOGNOR REGIS TOWN COUNCIL**

## **TERMS OF REFERENCE**

### **PLANNING AND LICENSING** **COMMITTEE**

Adopted by the Council at its Meeting held on 1<sup>st</sup> July 2019

# BOGNOR REGIS TOWN COUNCIL

## TERMS OF REFERENCE: PLANNING AND LICENSING COMMITTEE

**9 Members of the Authority**

**Quorum = 3**

**Introduction**

The Planning and Licensing Committee shall exercise the function of consideration of all planning and licensing applications submitted to the Council by the local planning and licensing authorities and shall authorise the Clerk to submit to such authorities the observations, recommendations or objections of the Committee on all such applications. Where a meeting of the Committee is not quorate, Councillors who are members of the Committee may consider such applications and a note of their views shall be made available to the Clerk who shall inform the planning and licensing authorities accordingly under delegated authority.

Function of Committee Column 1	Delegation of Functions Column 2
<p>1      <b>Planning and Development Control</b></p> <p>To make observations on all Principal Council Planning Applications; listed building applications; Conservation area consents; Certificates of Existing or Proposed Lawful Use or Development; Display of Advertisement Regulations; and development involving telecommunications, including prior notification determinations, gypsy &amp; traveller consultations</p>	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk if observation would be out of time, after consultation with Members</li> </ul>
<p>2      Referring any Planning enforcement issue to the principal Council</p>	<ul style="list-style-type: none"> <li>• Town Clerk</li> </ul>
<p>3      To make observations on all planning aspects and licensing aspects of waste applications or mineral applications</p>	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
<p>4      To comment on Tree Preservation applications or the making of Orders</p>	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk if observation would be out of time, after consultation with Members</li> </ul>
<p>5      To make observations on Planning/ Housing/ Licensing consultation documents from the Principal Council or other bodies</p>	<ul style="list-style-type: none"> <li>• Committee, except Local Plan and strategic Regeneration sites which are reserved for Council</li> </ul>
<p>6      To make observations at the time of planning appeals/ planning inquiry's/ development control meetings/ licensing hearings and to authorise witnesses on behalf of the Council</p>	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk if observation would be out of time, after consultation with Members</li> </ul>
<p>7      To make observations on Hazardous Substance applications</p>	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
<p>8      Responding to consultations from adjoining parishes</p>	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk if observation would be out of time, after consultation with Members</li> </ul>
<p>9      Making observations on applications for amendments to planning and other related consents previously granted by any authority</p>	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk if observation would be out of time, after consultation with Members</li> </ul>
<p>10     Making observations on applications for the discharge of conditions in respect of planning permissions and other related consents issued by the Principal Council</p>	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk if observation would be out of time, after consultation with Members</li> </ul>
<p>11     Making observations on applications and other actions</p>	<ul style="list-style-type: none"> <li>• Committee</li> </ul>

	in relation to hedge rows	<ul style="list-style-type: none"> <li>• Town Clerk if observation would be out of time, after consultation with Members</li> </ul>
12	Making observations on applications and other matters under the Licensing legislation	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk if observation would be out of time, after consultation with Members</li> </ul>
13	Making observations on street naming or numbering	<ul style="list-style-type: none"> <li>• Committee</li> <li>•</li> </ul>
14	Making observations on highways consultations including all on-road issues including on street parking, and Tourist Direction Signs	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk if observation would be out of time, after consultation with Members</li> </ul>
15	Consent when required for ending maintenance at public expense or stopping up or diversion of highway	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
16	Power to complain to Highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside land	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk if observation would be out of time, after consultation with Members</li> </ul>
17	Making observations on any matter relating to gaming or gambling	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk if observation would be out of time, after consultation with Members</li> </ul>
18	To liaise with the Principal Council on any matter relating to building control	<ul style="list-style-type: none"> <li>• Town Clerk in the case of an emergency, or following consultation with Members</li> </ul>
19	To oversee the Council's role in the making, review or management of conservation areas	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
20	Power but not the duty to light roads and public places. Maintenance & upgrading of Street lights. Parish Councils Act 1957 s 3: Highways Act 1980, s 301: Local Government Act 1972, Sched. 14 para 27	<ul style="list-style-type: none"> <li>• Committee within Council policy</li> <li>• Town Clerk for operational management</li> </ul>
21	Matters relating to public footpaths and rights of way	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
22	Responding to consultations on community assets	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
23	Power to enter into agreement as to dedication & widening of highways	<ul style="list-style-type: none"> <li>• Committee within Council Policy</li> </ul>
24	<b>Highways &amp; Transport</b>	
24.1	Power to maintain footpaths & bridleways	<ul style="list-style-type: none"> <li>• Committee within Council policy</li> </ul>
24.2	Powers to provide parking places for vehicles & cycles and to engage on car park charging initiatives	<ul style="list-style-type: none"> <li>• Committee within Council policy</li> </ul>
24.3	Improve off street parking	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
24.4	Power to provide roadside seats & shelters	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
24.5	Power to contribute financially to traffic calming Schemes; Highways Act 1980, S274A	<ul style="list-style-type: none"> <li>• Committee within budget &amp; Council policy</li> </ul>
24.6	Power to provide traffic signs and other objects or devices warning of danger	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
24.7	Power to plant trees and lay grass verges and to maintain them	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
24.8	Powers relating to car sharing schemes, taxi fare concessions & information about public transport; local Government & Rating Act 1997, S26, 28, 29	<ul style="list-style-type: none"> <li>• Committee within policy &amp; budget</li> </ul>
24.9	To support approved community transport schemes.	<ul style="list-style-type: none"> <li>• Committee within policy &amp; budget</li> </ul>
24.10	Making observations on transportation consultations	<ul style="list-style-type: none"> <li>• Committee under the direction of Council</li> <li>• Grants to Policy and Resources Committee</li> </ul>

24.11	Power to erect flagpoles in highway land. Highways Act 1980, s 144	<ul style="list-style-type: none"> <li>• Committee within policy &amp; budget</li> </ul>
25.	To assist in preparing & implementing the Emergency Plans for the town and to lead in case of major emergencies or disasters (see Council for emergency powers to Town Clerk)	<ul style="list-style-type: none"> <li>• Committee within budget</li> <li>• Operational management to Town Clerk</li> </ul>
26.	<b>Bus Shelters</b>	
26.1	Power to provide & maintain shelters, Local Government (Miscellaneous Provisions) Act 1953 S4	<ul style="list-style-type: none"> <li>• Strategic overview to Committee</li> <li>• Power to make contribution, within budget to Committee</li> <li>• Operational management to Town Clerk</li> </ul>
27.	<b>Neighbourhood Planning</b>	
27.1	To monitor for any changes in Neighbourhood Plan legislation	<ul style="list-style-type: none"> <li>• Strategic overview to Committee</li> </ul>
27.2	To oversee the formation of a Working Group to review such changes if deemed appropriate by the Committee	<ul style="list-style-type: none"> <li>• Committee</li> </ul>