

Leigh-on-Sea Town Council

PLANNING, HIGHWAYS AND LICENSING COMMITTEE

TERMS OF REFERENCE

- Membership shall comprise of 7 Councillors who shall be appointed at the Annual Council Meeting
- The Chair and Vice Chair of the Committee shall be appointed at the Annual Council Meeting by the members of the Planning, Highways and Licensing Committee.
- The quorum of the Committee shall be three
- Councillors may join in the year if authorised by the Council

Purpose

To make observations where appropriate on all planning applications within the Town Council area and Government and City Council planning consultations and to make site visits where necessary

To make observations on any Licensing applications within the Town Council area the Committee thinks appropriate

To make observations on any relevant Highway issues referred to or being discussed by the Highway Authority

Frequency of Meetings

The Committee shall meet monthly or as and when required

Reports to the Council

Delegated Powers

The Planning, Highways and Licensing Committee shall be delegated to make decisions on behalf of the Council in the following matters:

1. Exercise the Council's statutory right to be notified of and comment on planning, listed building, conservation area and tree applications
2. To consider and comment on all planning matters relating to Leigh on Sea and advise the Council as necessary
3. To consider those planning applications affecting the Town Centre of a special interest and 5 units and above. All other planning applications to be considered by the Chair and Vice Chair of the Committee with delegated authority
4. Consider the environmental impact of planning proposals
5. Make representations either in writing or by attendance by a nominated officer or member at planning appeals if required
6. Highways
 - Consider Traffic Regulation Order
 - Respond to consultations or matters on traffic and transport affecting the Council area
 - Make representations either in writing or by attendance by a nominated officer or member at Highway appeals if required
 - Consider matters pertaining to traffic management/road safety in the Council area

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7. Licensing
 - Make observations on any relevant Licensing application
 - Agree nominations to represent the views of the Council at licensing in the Council area
8. Finance
 - Submit an annual proposed budget to the Finance and Governance Committee
 - Comply with the Council's Financial Regulations
9. To receive reports from any Council appointed representative to other bodies relevant to the Committee
10. Any other matter which may be delegated to it by the Council from time to time
11. The Committee is authorised to establish Working Groups and Sub-Committees and to appoint advisors as and when necessary, to assist in its work
12. Working Groups and Sub-Committees shall be chaired by a Councillor
13. Advisors shall have no voting rights
14. The Committee is authorised to agree additional meetings as and when required

Agendas and Minutes will be provided to all Town Councillors and City Councillors representing Leigh-on-Sea Town Council.