

**Much Wenlock Town Council
PLANNING & ENVIRONMENT COMMITTEE**

	TERMS OF REFERENCE
Membership:	At least FIVE Members of the Town Council
Quorum:	Three Members of the Committee
Authority:	Local Government Act 1972, Sections 101 and 102 In an area that has a parish council, the Town & Country Planning Act 1990 provides for the parish council to take the lead role in neighbourhood planning. In pursuance of the Localism Act 2011 Schedule 38A (9) and Regulation 19 of the Neighbourhood Planning (General) Regulations 2012 Shropshire Council made (adopted) the Neighbourhood Plan for Much Wenlock on 17 July 2014.
Conditions:	The Council's Standing Orders will apply to all meetings of the Committee. The Committee shall be appointed on an annual basis at the Annual Meeting of the Town Council. The first order of business of the first meeting of the Committee after its annual appointment will be to elect a Chairperson. Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a sub-committee or to Officers of the Council. The Committee will meet monthly on the Tuesday preceding full Council meetings unless otherwise determined. Once approved, the minutes will be presented to the next meeting of the Town Council, for noting only. Meetings shall be open to the public unless the Committee feels it appropriate to exclude the press and public for specific items in pursuance of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. Members of the Committee will receive an agenda and supporting papers in accordance with the Council's Standing Orders. Other members of the Council will receive an agenda only, sent via email. Notice of meetings will be posted in accordance with the Council's Standing Orders.
Restrictions:	Only Members of the Committee may vote on agenda items. Non-Members of the Committee may attend Committee meetings and will only be allowed to speak on an agenda item with the agreement of the Chairman. Non-Members of the Committee are subject to the same rules as Committee Members regarding confidentiality and the requirements of the Code of Conduct. Non-Members of the Committee have no more rights at Committee meetings than members of the public.

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	Responsibilities	Powers
1	To consider and formulate responses to applications made to Shropshire Council and other regulatory bodies for planning permission relating to land and property within the parish or such applications deemed to have an impact on the parish e.g. Full, Outline, Reserved Matters, Listed Buildings, Conservation Area issues, Advertisement Consent and Street Naming.	Delegated authority to respond to all planning matters. Contentious and significant applications will be referred to full Council for consideration and approval.
2	Consider and formulate responses to applications made to Shropshire Council and other regulatory bodies, such as the Environment Agency, for permission of an environmental nature relating to land and property within the parish or such applications deemed to have an impact on the parish e.g. tree felling, tree maintenance.	Delegated authority to respond to applications.
3	Consider and formulate responses to any proposals by the Local Planning Authority to make Tree Preservation Orders.	Delegated authority to respond.
4	Consider responses to the Government's Planning Inspectorate and other appropriate bodies either in support or against planning and enforcement appeals made by the owners and developers of land and property and if considered appropriate, authorise the attendance of Members and/or Officers and the engagement of professional representation at Local Inquiries or Hearings into such appeals.	Committee to have the power to resolve unless otherwise directed by the Council.
5	Consider and formulate responses to any proposals by Shropshire Council or Government with respect to the stopping up, diversion, maintenance or creation of public rights of way within the Parish.	Delegated authority to respond.
6	Consider and formulate responses to any proposals by Shropshire Council or Government with respect to footpath/bridleway creation orders, highway adoption orders and other highway notices.	Delegated authority to respond.
7	Consider and recommend responses to any proposals by Shropshire Council with respect to street naming within the parish.	Delegated authority to respond.
8	Consider and respond to minor correspondence.	Delegated authority to respond.
9	Consider and formulate responses to proposals by the Highway Authority with respect to highway and traffic regulation issues and orders.	Committee to have the power to resolve unless otherwise directed by the Council.
10	Make representations to any outside agency as deemed necessary in order to promote and encourage sustainable development within the Parish.	Committee to have the power to resolve unless otherwise directed by the Council.
11	To monitor and consult on the Neighbourhood Plan and advise the Town Council on whether the Plan is meeting its objectives with the ultimate aim of informing the review of the Plan.	Committee to report findings to the Town Council.
12	To work with Shropshire Council to encourage appropriate development and ensure that the Neighbourhood Plan's objectives are being met.	Committee to report findings to the Town Council.
13	To work with Shropshire Council to monitor housing development numbers during the Plan period to provide evidence to feed into any formal review of the Plan.	Committee to report findings to the Town Council.
14	To respond to matters relevant to Much Wenlock's designation as a Rapid Response Flood Catchment area, undertake a review of contingent arrangements in relation to possible flood events, and raise awareness within the local community of flood related issues.	Committee to review contingent arrangements and work with the community to raise awareness of flood related issues in Much Wenlock.
15	To contribute to the development of the Town Council's Strategic Plan.	Committee to report proposals to the Town Council.
16	To delegate areas of responsibility to either a sub-committee or to an officer.	Committee to have the power to delegate.