



# Oakham Town Council

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## TERMS OF REFERENCE – PLANNING COMMITTEE

Any Councillor can be a member of the Oakam Town Council Planning Committee.

- Membership of the Planning Committee shall consist of between 3 and 6 Members.
- It is preferable that the Committee has representation from at least one Member for each ward.
- Three members will constitute a quorum. If the numbers of the Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum the meeting shall be adjourned and any business not transacted shall be transacted at the next meeting, or the next Full Council meeting.
- A Chairman is to be elected annually by the Committee at the first meeting held following the statutory Annual Meeting of Oakam Town Council and shall hold office until the next statutory Annual Meeting of Oakham Town Council.
- Should any elected member resign, a new member of the Committee will be elected at the next Full Council meeting.
- The Standing Orders on the rules of debate and the Standing Order on interest of members in contracts and other matters shall apply to committee and sub-committee meetings.

### Voting

Only appointed members may vote and participate at a meeting. Non-member councillors and members of the public may attend and speak at meeting during public participation. In the case of an equal vote the Chairman of that meeting shall have a second or casting vote.

## **Declarations of Interest**

All Councillors must declare interests on agenda items in line with the Code of Conduct as adopted by Oakham Town Council.

## **Admission of the Public and Press**

The Public and Press will be admitted to all meetings of the Committee in line with the Oakham Town Council Standing Orders. If required, the Committee will have the right to pass a resolution to exclude the press and public in accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 where the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item. Where the press and public are likely to be excluded from the meeting this will be advertised on the Committee's agenda.

## **Minutes of Meetings**

The minutes of the meetings will be presented at the next Committee meeting for approval. The minutes will be published on the Council's website as soon as possible after the meeting. The Clerk, or an Officer delegated by the Clerk, is to take all minutes. All minutes will be presented to the following Full Council meeting for Members to note, and any actions requiring Full Council consideration will be added to the agenda.

## **Meeting Duration**

The duration of the Planning Committee's meeting will be for a maximum of 2 hours.

## **Meetings**

- The Committee will meet as required but may conduct business about routine or urgent minor planning matters by email.
- A record of all planning applications, the responses of the Town Council and the decisions taken by the planning authority will be recorded in the minutes.
- The Clerk, or an Officer delegated by the Clerk, will be responsible for submitting the responses to the Planning Authority.

## **Delegated Powers**

The Committee has delegated powers to consider all planning applications and to respond to them on behalf of the Town Council.

## **Responsibilities and Powers of the Planning Committee**

- To consider all planning applications.
- To study relevant plans, visit relevant sites and consider any comments from members of the parish before coming to a decision.

- To consider whether to canvass opinion for and against applications to assist with a fair determination of applications.
- To ensure that all relevant parties are given an adequate hearing if they request this in accordance with the Council's Standing Orders.
- To ensure that any objections or recommendations are based solely on planning criteria and reference to statutory documents such as the Local Plan.
- To consider environmental aspects when considering planning applications.
- To monitor the general environment of the town and report to the planning authorities any potential planning breaches.
- To respond on behalf of the Town Council when a time sensitive response is required.
- To respond to all consultations regarding planning issues or issues that will have an impact on planning. The Committee is authorised to make written representation or to elect a member to attend the hearing.
- To consider whether a Neighbourhood plan and/or a Village Design Statement should be developed and to make recommendation to Full Council, including updates to existing documents.
- When an application is subject to appeal, the Committee is authorised to make written representation or to elect a member to attend the hearing.
- To attend planning training sessions as offered by the planning authority and to read all relevant documentation to ensure that the Committee is aware of current legislation and regulations.

Approved at the Full Council Meeting held on 8<sup>th</sup> July 2026  
Date for review: July 2028