



Town Development and Planning Committee

Terms of Reference

MEMBERSHIP:

- Five Councillors and/or Town Mayor or Deputy Mayor
- Membership of the Committee will be decided at the Annual Meeting of the Town Council
- First meeting to elect chair of Town Development and Planning Committee
- A quorum will be three members
- Invite Chamber of Trade and other organisations as relevant

MEETINGS:

- The Committee will meet every month but may conduct business about routine planning matters by email as required;
- 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 of the Town Council;
- The Clerk will minute all meetings of the Town Development and Planning Committee and the minutes will be submitted to the Town Council at the next meeting for debate;
- The Clerk is responsible for submitting responses to the Town Council including recommendations and reasons for decision
- Meet annually with the Finance and Governance Committee to agree forward planning and budgetary requirements for the following financial year.

DELEGATED POWERS AND RESPONSIBILITIES – TOWN DEVELOPMENT: In line with budgets set by the Governance & Resources Committee the Committee has delegated authority and responsibility as set out below:

- 1) plan, develop and promote festivals/events and the town in line with budgets set by the Finance & Governance Committee with the aim of adding value to the Town for businesses, visitors and local people
- 2) invite organisations to present ideas on festivals and events and promoting the town;
- 3) seek the views of the local community on how the programme of festivals and events should be developed;



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- 4) ensure that partnership agreements are in accordance with Standing Orders & Financial Regulations;
- 5) work in partnership with the local community and other organisations to maximise the scope and funding opportunities for festivals and events and promotion of the town;
- 6) prepare relevant criteria for the award of funding by the Town Council for festival and event provision including preparation of the relevant application forms and guidance notes, and to prepare an annual timetable for the advertisement, receipt and consideration of funding applications;
- 7) Award of funding to festivals and events within the town and to make recommendations to Council
- 8) Instigate an evaluation of festivals and events supported to ascertain added value to the local community.
- 9) Deliver key objectives set out in the emerging Carnforth Neighbourhood Plan relating to Town Development, specifically:
 - To support initiatives that encourage tourism which will enhance the local economy and seek to retain and create local enterprises (CPN Objective 2)
 - To support the growth of employment uses within Carnforth, including supporting diversification of employment within Carnforth (CPN Objective 5)
 - To promote, preserve and support opportunities for community events (CPN Objective 8)
 - To ensure that the desired pedestrian access to all retail spaces in the Town Centre is given top priority (CPN Objective 9)
 - To ensure that the rich heritage assets of the town can be appreciated by residents and visitors with better public access, better public realm and less traffic impact (CPN Objective 10)



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DELEGATED POWERS AND RESPONSIBILITIES – PLANNING DEVELOPMENT &

POLICY: The Committee has delegated powers to consider all planning applications and to:

- 1) consider in detail planning applications that involve three or more domestic properties, commercial developments and any strategically important application and to make recommendations to the Town Council how it should respond to each planning application;
- 2) study relevant plans, visit relevant sites and consider any comments made by other statutory consultees and the local community before coming to a decision;
- 3) consider whether to canvass opinion for and against applications to assist with a fair determination of these applications;
- 4) ensure that all relevant parties are given an adequate hearing if requested in accordance with the Town Council's standing orders;
- 5) ensure that any objections or recommendations are based solely on material planning criteria;
- 6) consider environmental aspects when considering planning applications;
- 7) consider and respond to any planning policies, strategies and consultations and to make recommendations to the Town Council on its response;
- 8) to identify and make representations to the relevant authorities any enforcement action or matters considered to be breaches of planning regulations;
- 9) manage delivery and ongoing review of the Carnforth Neighbourhood Plan (when adopted) and ensure that planning applications comply with its vision, objectives and policies;
- 10) attend planning training sessions as offered by the planning authority and to read all important documentation to ensure that the Committee is aware of current legislation and regulations.



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11) Deliver key objectives set out in the emerging Carnforth Neighbourhood Plan, specifically:

- To ensure the character and setting of Carnforth's conservation area, statutory listed heritage assets and locally listed heritage assets are protected, and to foster high quality design which promotes architectural innovation and reinforces distinct local character areas of Carnforth (CPN Objective 1)
- To support sustainable development which reflects housing needs and preferences of the local community, considering affordability, type and mix and the use of previously developed land. The size, density and design of these dwellings should reflect the character of Carnforth (CPN Objective 4)