

PLANNING & TRANSPORT COMMITTEE
WEDNESDAY, 13th JULY 2022

ITEM 8 DRAFT SCHEME OF DELEGATION

FOR DECISION

Following a request from Councillor Suzie Burns at the last Full Council meeting, this item has been tabled for Members consideration. The Planning and Transport Committee is the Council committee which meets most often and as such despite having 8 committee members and reducing the frequency of meetings from every three weeks to every four weeks (from 2019) the frequency of meetings has affected Member attendance. In order to try and reduce the burden on this committee and the frequency of meetings, it is proposed to introduce a scheme of delegation in respect of planning related matters as follows:

- 1) All householder planning applications and similar or related types of applications including certificates of lawful use, prior notifications and prior approvals are delegated to the Town Clerk to respond, following consultation with Planning and Transport Committee members except for the following categories:
 - Applications submitted by the Town Council or applications on Town council owned land, where the council is not the applicant,
 - Applications submitted by or on behalf of members or employees of the council or their spouses.

In these cases, the application will go to the next scheduled Planning and Transport Committee meeting for consideration.

- 2) All Applications for planning or related permissions which constitute significant development as defined below are **NOT** delegated to the Town Clerk to respond and will be referred directly to the Planning and Transport Committee. This includes:
 - developments of 1 or more new build residential units
 - the change of use of a non-residential property to residential development where full planning permission is required (i.e not a prior notification or permitted development)
 - any type of non-residential development
 - applications relating to Grade I or II* Listed Buildings where the building is in the council's ownership, or in any case where an objection has been received from English Heritage or if any other significant objections are raised (following consultation with the chair and vice chair).
 - The complete demolition of any listed building
 - free standing towers or masts or similar structures, higher than 15 m
 - Applications accompanied by an environmental impact assessment
 - Any application to amend the application or vary conditions previously decided/imposed which in the view of the Town Clerk, constitute a major or significant change.
 - Any other application which in the view of the Town Clerk should be considered by committee.
- 3) All tree applications within conservation areas or with TPOs, following consultation with the Council's appointed Tree Warden are delegated to the Town Clerk to respond, except where the Town Council is the applicant, in which case no comment will be returned.
- 4) All applications for advertising consent, Traffic Regulation Orders (TROs) licencing applications, road closures and pavement licences are delegated to the Town Clerk to

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respond, except where the Town Council is the applicant, in which case no comment will be returned.

How this will work in practice.

The planning list will be sent to members 10 days before the meeting (rather than the current 7). Members will be asked to add their comments to the list as usual and submit back to the Town Hall no later than the close of business on the Thursday before the date listed for the next committee meeting.

Should there be any applications falling outside the delegated authority or of there are other items of business to discuss the agenda and planning list will be published as normal.

Should all the planning applications fall under the delegated remit and there is no other committee business with substantive items for consideration, the Clerk will return the responses, using the views conveyed by members in wording the response and will cancel the committee meeting. For completeness these responses will be recorded in the minutes of the next Planning Meeting.

In respect of Licencing Applications, TROs and Advertising Consent, a response on behalf of the Council will be submitted following receipt of comments from Members of the Committee. These applications by their nature often only have a very limited time frame to respond and it has become custom and practice for officers to consult with Members before submitting a response and recording that response to the next available committee meeting.

RECOMMENDATION: Members are requested to approve the scheme of delegation in respect of the Planning and Transport Committee for a trial period of 6 months. This is to be ratified by Full Council before being enacted.