



Planning and Town Development Committee

Terms of Reference

Function

Considers and provides a formal observation on planning applications in Bollington including highway issues, licensing, tree preservations and signage. It recommends spending of S106 and CIL monies and responds to planning consultations from Cheshire East Council and other statutory bodies.

Meeting arrangements

Table 1 Planning and Town Development Committee meeting arrangements

Schedule	12 times a year, 3 rd Tuesday in the month at 7pm
Venue	Bollington Town Hall
Membership	<ul style="list-style-type: none">• 6 Councillors• Members of the Council who do not normally sit on the Committee may attend, debate but not vote on any item (unless officially substituting for an absent committee member). Unless substituting, attendance by non-committee members will not be counted towards the quorum.• Members will be expected to visit the site of the proposed development in their ward in advance of the meeting• Members will be asked to attend planning training sessions provided by CHALC or other authoritative bodies
Quorum	3
Chair	To be elected at the first meeting following the Annual Town Council meeting
Agendas	Developed by the Town Clerk
Minutes	Produced by Town Clerk and presented to next practicable Full Council

Reporting	To Full Council
Terms of Reference	Reviewed at the Annual Town Council meeting
Expenditure	£1000 The committee has delegated authority to authorise expenditure up to £1000 as set out in Standing Orders and take decisions that align with Council policy. The committee shall in its meeting in September/October agree a recommended budget for the forthcoming financial year which will be presented to Full Council.

Delegated authority

Table 2 Planning and Town Development Committee delegated authority

No	Function	Delegation of function
1	To make observations on all Cheshire East Council Planning Applications; listed building applications; Conservation area consents; Certificates of Existing or Proposed Lawful User or Development; Display of Advertisement Regulations; and Development involving telecommunications, including prior notification determinations.	Committee
2	Recommend to Cheshire East Council where any S106 and funding should be allocated and decided where any Community Infrastructure Levy (CIL) monies shall be spent.	Committee
3	Oversee the future development of the Bollington Neighbourhood Plan and consider the impact of emerging planning policies from Cheshire East Council.	Committee
4	Receive and make decisions on the written reports from Planning Task Group for larger developments	Committee
5	Contribute towards and deliver an integrated traffic plan for Bollington.	Committee
6	To make recommendations on planning applications for CEC Councillors to 'call in' for consideration by CEC planning board	Committee
7	Advise Council on all matters relating to existing designation of roads, footpaths and bridleways situated within the boundaries of the town.	Committee

No	Function	Delegation of function
8	Recommend to Cheshire East Council priorities for road and footpath repairs and improvements, lighting and gritting.	Committee
9	Referring any Planning enforcement issue to Cheshire East Council	Town Clerk
10	To undertake initial review of all strategic Planning consultation documents e.g. Local Plan from Borough, regional or national bodies consultation documents and to determine: 1.If Council should make a response. 2.To form response if appropriate. 3.To defer to Council, where it is not appropriate for the P&TD Committee to make a response. A report of all incoming consultations and the outcome is to be made to Council by the Committee Chair at the earliest opportunity.	Committee
11	To recommend to council opportunities for enhancements and amendments to policy relating to local planning	Committee
12	To recommend to Council projects and actions for additional planning policy support documentation, information, reviews and appraisals	Committee
13	To make observations at the time of planning appeals and authorise witnesses on behalf of the Council.	Committee
14	To make observations on Hazardous Substance applications.	Committee
15	Responding to consultations from adjoining authorities outside of Cheshire East Borough.	Committee
16	Making observations on applications for amendment to planning and other related consents previously granted by any authority.	Committee
17	Making observations on applications for the discharge of conditions in respect of planning permissions and other related consents issued by Cheshire East Borough Council.	Committee
18	Making observations on applications and other actions in relation to hedge rows.	Committee

No	Function	Delegation of function
19	Making observations on Tree Preservation Applications and all other applications referring to trees.	Committee
20	Making observations on applications and other matters under the Licencing legislation.	Committee
21	Making observations on Street naming or numbering	Committee
22	Making observations on highway or transportation matters	Committee
23	Consent for ending maintenance at public expense or stopping up or diversion of highway.	Committee
24	Power to complain to Highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside wastes	Committee
25	Making observations on any matter relating to gaming or gambling.	Committee
26	To liaise with Cheshire East Borough Council on any matter relating to building control.	Committee in normal circumstances Town Clerk in the case of an emergency
27	To make observations on all planning and licensing aspects of waste applications or mineral applications	Committee
28	Receive and make decisions on written reports from the Neighbourhood Plan Working Group and the Transport and Travel Working Group	Committee
29	To ensure the management and collation of data from the speed display unit	Committee and operationally the Town Clerk
30	To ensure consideration of recommendations from the Footpath Officers Group	Committee
31	To ensure Task and Working Groups as allocated by the committee have a clear purpose and terms of reference	Committee
32	To ensure when making decisions that the climate and environmental impact is thoroughly considered and recorded.	Committee

Approved at the Annual Town Council meeting on 16th May 2023