TERMS OF REFERENCE FOR THE PLANNING & TRANSPORT COMMITTEE

Purpose and Areas of Responsibility

The Planning & Transport Committee is one of three Standing Committees of Tenby Town Council ("the Council"), together with the Personnel Committee and Policy, Resources & Finance Committee.

In accordance with the Council's Standing Orders, Financial Regulations and other policies, the Planning & Transport Committee shall oversee- and respond to planning applications, planning matters, planning consultations and planning policy development on behalf of the Council in its capacity as a statutory consultee for local planning matters. The Committee shall also consider matters pertaining to transport and transport policy, considering and recommending highways improvements and responding to transport consultations on behalf of the Council.

Accountability

The Planning & Transport Committee reports to- and is accountable to the Council via the minutes of its meetings and the Chair and shall operate in accordance with the Council Standing Orders.

Constitution

The Committee shall be constituted in accordance with Council Standing Order No. 4 and shall be composed of and Chair and Vice-Chair, elected annually at its first meeting of the municipal year, plus seven other councillors. All of its members shall be appointed to it by resolution at the Annual Town Council meeting.

The Town Clerk is designated as Committee Advisor, attending meeting where necessary. The Town Clerk may appoint other officers to support the Committee in transacting its business, or delegate another officer to advise the Committee in their absence.

Authority, Powers and Duties

The Planning & Transport Committee has delegated authority from the Council under Standing Order No. 4 to make decisions i.e. by resolution, in accordance with its terms of reference, provided that any expenditure is within budget.

All powers shall be exercised in accordance with any Standing Orders, policy adopted, or directions given, by the Council.

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Under Standing Order No. 4 the Planning & Transport Committee is authorised to appoint subcommittees and sub-groups e.g. working parties for the purposes to be specified by the Committee.

Under Standing Order No. 15 xvi, where a planning application is received and can neither be considered at an ordinary nor extraordinary meeting of the Committee for timely response, the Proper Officer shall refer to the Chair whether the application is considered suitably minor in nature for a delegated response under section 101 of the Local Government Act. Where determined that a section 101 delegated response is acceptable, the proper officer, in consultation with the Committee's members shall inform a response for submission to be reported at the next meeting of the Committee.

Committee Budget

The Planning & Transport Committee will prepare and submit its estimates of income and expenditure for the next financial year and its budget requirement to Full Council annually no later than December.

Review

Terms of Reference for the Planning & Transport Committee shall be reviewed annually at the Council's Annual Meeting.