

KETTERING TOWN COUNCIL

Planning Committee Terms of Reference

1. The Planning Committee is appointed by and solely responsible to Kettering Town Council.
2. The Committee's duties, as set out in these terms of reference, are defined and agreed by Full Council, which may vote, at any time, to modify, remove or increase the Committee's terms.
3. Meetings are to be held once a month.
4. Membership: The Committee will consist of no fewer than seven councillors. Full Council will elect a Chair for the Committee at the Annual Meeting of the Council every May. All members of the Committee are expected to represent the interests of the whole Council area. Any elected member can preside, by agreement, in the Chair's absence. A quorum will be a minimum of five elected members. The Mayor will have automatic membership and full voting rights. There will be two named Councillors to act as substitutes to ensure that all meetings are quorate. All other members of the Council have the right to attend the meeting and make representations on the matters being discussed within the Public Forum.
5. Record of Proceedings: The Committee will meet as required to fulfil the responsibilities below. Written minutes will be taken to record the Committee's decisions and will be received at the next full Council meeting and tabled as an appendix. The Clerk will be responsible for arranging the recording and distribution of the minutes.
6. Responsibilities: The committee has delegated authority from the Council to work with the Responsible Financial Officer and Clerk, as appropriate, to fulfil the following responsibilities, in line with Planning Regulations and any other framework that is required in law or that the Council puts in place:-

The Planning Committee shall have delegated powers to respond to planning applications received from North Northamptonshire Council for consultation.

Where applications require comment from the council between the scheduled meetings, the Chairman and Vice-Chairman in consultation with the Clerk are delegated to respond.

The decision of the Planning Committee will be recorded in the minutes of the meeting.

All Town Council meetings and special planning meetings will be posted on the Town Council website 3 working days before any meeting.