



ANDOVER TOWN COUNCIL PLANNING COMMITTEE

TERMS OF REFERENCE

1. Structure and Quorum

- The Committee shall comprise up to **9 Members** appointed annually by the Council.
- The Committee shall appoint a Chairman and Vice-Chairman in accordance with Standing Orders.
- The quorum of the Committee shall be **three (3)**.

2. Delegated Authority and Responsibilities

- The Committee is delegated authority by Full Council to:
- To consider all planning applications, telecommunication proposals, and related consultations submitted by relevant authorities and submit formal responses on behalf of the Town Council within required deadlines.
- (Moved to Urgent Decisions section below)
- To undertake site visits where necessary to inform decision-making.
- To approve the locations of Speed Indicator Devices (SIDs) in accordance with relevant policies and in consultation with appropriate bodies.
- To consider the social, economic, environmental, and community impacts of development proposals.
- To make observations on planning policy matters including Local Plans, Development Briefs and other strategic planning documents.
- To represent the views of the Town Council at planning appeals and consultations with planning authorities and developers.
- To inform the community and encourage public engagement in planning matters.
- To consider preliminary development proposals without forming a formal response until submission.
- To respond to consultations on traffic, transport, and minerals affecting the area.
- To refer matters to Full Council where they fall outside delegated authority or have significant financial, reputational, or strategic implications.
- The Committee may only express formally agreed views of the Committee or Council.
- The Committee shall ensure all decisions are in accordance with the Council's Standing Orders, Financial Regulations, adopted policies, and the Business Plan.

3. Urgent Decisions (Between Meetings)

- Where a response is required before the next scheduled meeting and it is not practicable to convene a meeting:
 - The Town Clerk (or appointed officer), in consultation with the Chairman (or Vice-Chairman), may submit a response;
 - Members will be consulted electronically where possible;
 - Any decision shall be reported to the next Committee meeting.

4. Governance and Accountability

- All decisions shall be properly minuted and reported where required.
- The Committee shall operate within its delegated authority.
- The Committee has no authority to incur expenditure unless specifically provided within the approved budget and Financial Regulations.

5. Policy Framework

- The Committee shall have due regard to:
 - The Council's Business Plan;
 - Planning policy and legislation;
 - Standing Orders and Financial Regulations.