Exmouth Town Council
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PLANNING COMMITTEE

Purpose: This standing committee is responsible for ensuring the Council fulfils its statutory powers in respect of planning applications, listed planning applications, advertisement applications and Neighbourhood Planning.

Membership: Eleven members

a. The Committee will consist of no fewer than eleven Town Councillors - where possible, 2 from each ward.
b. Any elected member can preside by agreement in the Chair's absence.
c. Committee members from a particular ward unable to attend a meeting will be able to select a reserve from the same ward as their substitute with full voting rights.
d. The Planning Committee may co-opt members of the public onto the committee to assist its deliberation however co-opted members will have no voting rights.
e. The Planning Committee may invite guidance from professionals to assist in its deliberations.
f. The Planning Committee shall be able to constitute sub-committees and working groups to study any aspect of the Committee's sphere of activity.

Quorum: Four members

Power: Local Government Act 1972, Sections 101 and 102
Town and County Planning Act 1990
Localism Act 2011

Delegated Authority: Yes

1. Terms

1.1. The Council's Standing Orders apply to all meetings of the Committee.

1.2. The Committee shall be appointed on an annual basis at the Annual Meeting of the Town Council.

1.3. The first order of business of the first meeting of the Committee after its annual appointment will be to elect a Chairman.

1.4. The Chairman and Vice Chairman of the Council shall be Ex-officio, non-voting members of the Committee.

1.5. The Committee will meet every two weeks. Additional meetings will be arranged as required.

1.6. Meetings shall be open to the public unless the Committee feels it appropriate to exclude the press and public for specific items.

1.7. Members of the Committee will receive an agenda and supporting papers in accordance with the Council's Standing Orders.

1.8. Notice of meetings and minutes will be published in accordance with the Council's Standing Orders.

2. Responsibilities

2.1. The Committee will have full delegated powers, unless by majority vote the Planning Committee decides that the application should be passed on to Full Council due to its size, controversial nature or effect on the Town, in respect of:

a. Determination of responses to all planning applications, considering ALL relevant planning policies.

b. Determination of decision in respect of all applications relating to the preservation, felling or other works with respect to trees and tree preservation orders.

c. Determination of decision in respect of all applications relating to the display of advertisement including signage in relation to amenity and public safety.

d. Determination of responses to any appeal against a planning decision by East Devon District Council including the preparation of submissions to be made to an Inspector as appropriate.

e. Determination of any responses in relation to applications for licenses issued by East Devon District Council including those relating to entertainments premises, justices licenses, taxi and private hire licensing and street collectors.

f. Commenting on street naming and signage when requested.

g. Responding to any consultation on planning policy.

h. Responding to and taking part in any discussion with regard to the Core Strategy documents from East Devon District Council.

3. Records of Proceedings

3.1. Written minutes will be taken to record the Committee's decisions and adopted at the next planning meeting and then received at the next full council meeting for information. The Town Clerk will be responsible for arranging meetings and for the recording and distribution of minutes. All decisions will be relayed to the relevant planning authority by the Clerk. The minutes will be available on the Town Council website.

Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.

Adopted by Exmouth Town Council on 13th May 2024.

Reaffirmed 18th May 2026
Review date: May 2027