

**MINUTES** of the meeting of the **PLANNING COMMITTEE** held in the Heritage Hall at the Town Hall, at 8.23pm on Monday 17<sup>th</sup> May 2021.

**PRESENT:** Councillor Hughes (Town Mayor) in the Chair.  
Councillors Beardwell, Coll, Davison, Inwood, Leggett, Perry, Phillips, FJ Smith and P Smith

**In attendance:** Town Clerk and Administration Assistant  
Town Councillors Brown, Bylett and Harrison  
County Councillor Hill and District Councillor Hunter  
2 members of the public

**52/22 APPOINTMENT OF CHAIRMAN:**

It was **RESOLVED** that Councillor Phillips be appointed Chairman for the ensuing year.  
Councillor Phillips took the chair and welcomed everyone to the meeting.

**53/22 APPOINTMENT OF VICE-CHAIRMAN:**

It was **RESOLVED** that Councillor Leggett be appointed Vice-Chairman for the ensuing year.

**54/22 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillor Squire-Smith.

**55/22 DELEGATION OF POWERS AND DUTIES:**

Members noted the powers and duties delegated to the Planning Committee in the Full Council Meeting.

That the powers and duties of the Council in regard to matters under the Town and Country Planning Acts be delegated to the Planning Committee; and that the Committee shall appoint Sub-Committees and Working Parties as appropriate. That the Chairman and Vice Chairman and the Clerk be delegated to give a response to planning applications if there is a time constraint on the response required.

**56/22 COMMITTEE TERMS OF REFERENCE:**

Members noted the terms of reference as approved in the Full Council Meeting.

(a) The committee shall consist of the following:-

Ten Members of Royston Town Council, one of whom will become Chairman and another Vice-Chairman of the committee.

(b) A minimum of five Members will constitute a quorum for meetings.

(c) The powers and duties of the Council in regard to matters under the Town and Country Planning Acts be delegated to the Planning Committee.

(d) The Committee shall appoint Sub-Committees and Working Parties as appropriate.

- (e) The Committee shall receive and examine applications for planning permission received from the Local Planning Authority, North Hertfordshire District Council (NHDC), and other local neighbouring authorities, having regard to:
- compliance with current planning policy guidance at both national and local level,
  - protection of the Conservation Areas,
  - effect on neighbours,
  - effect on amenity,
  - effect on traffic and highway safety,
  - prevention of inappropriate or over-development,
  - effect on street scene and landscape,
  - acceptable high standard of design,
  - effect on sustainability of services, and
  - any other relevant factors

The Committee shall make suitable recommendations to NHDC, and other local neighbouring authorities, as to whether or not they have no objection, no objection subject to certain conditions or an objection and the reasons why.

- (f) To ensure that responses to planning applications are made within the time specified on the notice or notify NHDC of a delay. All grounds for objection must be clearly supported by material planning considerations.
- (g) The Chairman, Vice Chairman and the Clerk be delegated to give a response to planning applications if there is a time constraint on the response required. Any responses made must be submitted to the next meeting of the committee for information.
- (h) The Committee shall act in respect of any other matter requiring any form of planning consideration and which is within the remit of the Committee.
- (i) Councillors' membership of the Committee and appointment of the Chairman and Vice-Chairman is established at the Annual Meeting of the Town Council.
- (j) In the event that the Chair or Vice-Chair retires mid-term the Committee shall elect a Chair or Vice-Chair from within their numbers.
- (k) Meetings will be called monthly in order to conduct current business as determined in the Terms of Reference and as instructed by the Council.
- (l) Members of the public and press will be allowed to attend meetings under the Public Bodies (Admission to Meetings) Act 1960. Press and public will be asked to leave the meeting if items of a confidential nature are to be discussed.
- (m) Accuracy of the Minutes from the meetings will be confirmed by Planning Committee. The minutes will be submitted to Full Council to be accepted into the workings of the Council.

The date of the next meeting will be Monday 7<sup>th</sup> June 2021.

There being no further business the Chairman closed the meeting at 8.24pm.

Signed: \_\_\_\_\_

Date \_\_\_\_\_

Chairman

