

**Kington Town Council**

Planning and Environment Committee

The Planning and Environment Committee is a committee of Kington Town Council and shall operate within the terms of reference set by the Full Council.

**MEMBERSHIP**

1. Membership of the Planning Committee will be a minimum *of* 7 (seven) Councillors and a maximum of 10 (ten) councillors, including ex officio the Mayor and Deputy Mayor(s), and with other members to be appointed each year by the Town Council at its annual meeting. Full Council may, if it so wishes, appoint additional members during the year by resolution of the Council.
2. The quorum for the Committee will be 4 (four).
3. The Chair and vice Chair will be elected at the first meeting of the Committee after Kington Town Council annual meeting.
4. All Councillors may attend and contribute to the meeting, but only those members appointed to the Committee by the Council may vote on resolutions.

**OPERATIONS**

1. The Committee will act in accordance with the Standing Orders and Financial Regulations adopted annually at the Kington Town Council Annual Meeting, the Ethical and Environmental Policy and such other policies and procedures of the Town Council as are relevant to the subject under discussion.
2. The Planning & Environment Committee will meet once a month, or at such other times as may be required to discuss and recommend to the Council on urgent items of business within its remit.
3. The Clerk will undertake any correspondence required.
4. The agenda will be published, with items to be discussed listed and any supporting papers, no later than 3 clear working days in advance of the meeting.
5. Minutes will be taken and distributed with Kington Town Council (KTC) papers and agreed at the next Committee meeting.
6. Members of the Committee may vote on resolutions put to the committee.
7. All meetings of the Committee shall be open to the public, except that the Committee may resolve to exclude the press and the public to deal with confidential items as permitted by legislation. For the avoidance of doubt, councillors who attend any committee meetings but are not members of the committee are considered to be members of the public and must leave the meeting in the event that the meeting resolves to exclude the press and public for any agenda item.

**DELEGATED POWERS AND RESPONSIBILITIES**

1. The Planning & Environment Committee will review and discuss all planning applications and issues that affect the Kington Town Council area, and those outside of the boundaries of the Town Council area where they may affect or impact on the town council area.
2. The Committee can decide on the Council’s response to planning applications and licencing applications and respond to the relevant Planning Authority accordingly.
3. In the case of planning applications deemed by the Chair of Planning, the Mayor and the Clerk to be contentious, a full Council meeting can be called to discuss and decide on the Council’s response.
4. The Committee may nominate speakers to represent Kington Town Council at Herefordshire Council Planning Committees, or those of such other relevant authorities in relation to a planning issue.
5. The Committee also has delegated responsibilities to:
6. To promote and recommend to full council the environmental policy of the council, including to review achievement of the policy aims and objectives on an annual basis
7. Take forward work on the Neighbourhood Plan, including liaison with neighbouring Parishes as appropriate
8. Oversee the daily management of the Churchyard, liaising with appropriate persons from the Church in relation to this responsibility and make recommendations to the Council for the expenditure of the identified budget in relation to the maintenance of the Churchyard
9. Monitor the provision and condition of street furniture and other items owned by Kington Town Council within the town and make recommendations to the Town Council for expenditure on items such as bins, seats, bus shelters, floral displays and the War Memorial etc.
10. Monitor and where appropriate report matters relating to highways, pavements, street lighting, street signage and other matters relating to the physical environment of the Town
11. Carry out such other tasks or responsibilities as may from time to time be delegated by Full Council to the committee
12. The Committee is authorised to set up task and finish groups/advisory groups as it may wish from time to time in order to support its functions except that such task and finish groups/advisory groups are only authorised to report back to the Committee and may not commit the Town Council or the Planning and Environment Committee to any act or expenditure or carry out any functions that have not been delegated to the Committee by Full Council. In relation to matters relating to the response to planning applications, this function cannot be delegated to a task and finish or advisory group.