



## **Planning, Town & Environment Committee Constitution**

This document is intended to supplement the Standing Orders of the Council. In the event of conflict between this document and the Standing Orders, the Standing Orders will prevail.

### **1. Status, membership and quorum for meetings**

- 1.1 The Planning, Town & Environment Committee is a committee established by Ringwood Town Council to which it shall report all its proceedings and by which it may be dissolved at any time.
- 1.2 The Planning, Town & Environment Committee is a standing committee.
- 1.3 Membership of the Planning, Town & Environment Committee shall comprise:
  - 1.3.1 The Town Mayor and the Deputy Mayor for the time being *ex officio*; and
  - 1.3.2 Such other members of the Council as the Council shall from time to time appoint.
- 1.4 Members of the Planning, Town & Environment Committee shall hold office until the annual meeting of the Council next after the date of their appointment unless otherwise determined by the Council.
- 1.5 The quorum for meetings of the Planning, Town & Environment Committee shall be three or one-third of the total membership of the committee at the start of the meeting rounded up to the nearest whole number (whichever is the greater).

### **2. Terms of reference**

- 2.1 The primary purpose of the Planning, Town & Environment Committee is to exercise on behalf of the Council all its powers, duties and functions with regard to the matters listed in paragraph 2.2 below. In exercising this function, the Committee shall:
  - 2.1.1 be bound by all relevant policies adopted by the Council and subject to the Council's budget and system of budgetary controls; and
  - 2.1.2 supervise the work of relevant officers and hold them to account.
- 2.2 The matters within the Committee's remit are the following: -

- 2.2.1 Responding on behalf of the Council to all consultations on applications for development under Planning legislation, provided that where an application would have a significant effect on the character of the town such application shall (where relevant deadlines for comments allow) be referred by the Committee with its recommendations to the Council for determination.
- 2.2.2 Determination of responses on behalf of the Council in respect of all applications relating to the preservation, felling or other works with respect to trees and tree preservation orders.
- 2.2.3 Determination of the Council's response to any appeal against a planning decision by the local planning authority including the preparation of submissions to be made to an Inspector.
- 2.2.4 Determination of any responses to be made by the Council in relation to applications for premises licenses issued by the competent authority.
- 2.2.5 Acting as the consultee in respect all matters relating to the built environment, roads and highways, car parking, traffic management, footpaths, traffic regulations and bus shelters provided that where any proposals in relation to these matters would have a significant impact on the character of the town the Committee shall (where relevant deadlines for comments allow) be referred by the Committee with its recommendations to the Council for determination.
- 2.2.6 To be responsible for all matters relating to the provision and control of street lighting
- 2.2.7 Oversight of the preparation and subsequent amendment or review of any Neighbourhood Plan, Neighbourhood Development Order or any similar document or process which the Council may decide to approve, sponsor or undertake
- 2.2.8 Measures (whether taken by the Council or any other person or agency) to protect the built environment from flooding or mitigate the effects of flooding and oversight of any Flood Emergency Plan
- 2.3.4 Acting as the consultee on planning, environment and management issues in relation to the New Forest National Park

### **3 Delegated powers**

- 3.1 The following powers are delegated to the Planning, Town & Environment Committee to enable it to discharge its functions:
  - 3.1.1 To give any instruction, direction or guidance relating to any matter within its remit to any officer which the Council could lawfully have given and which is either consistent with the delegation of powers to officers or has been requested by the officer concerned;

- 3.1.2 To approve the submission of a comment or response in the name and on behalf of the Council to any relevant authority on any matter which falls to be considered or determined by the Committee within its terms of reference above
- 3.1.3 To approve on behalf of the Council any contractual or expenditure commitment for a matter within its remit that is within approved budgets and not inconsistent with decisions delegated to officers; and
- 3.1.4 To authorise on behalf of the Council the use of funds held in any earmarked reserve relating to a matter within its remit PROVIDED that:
  - 3.1.4.1 “use” in this context shall include spending funds, committing funds to future expenditure or putting funds at risk of being called upon to meet a contractual or expenditure commitment;
  - 3.1.4.2 The CIL reserve shall not be considered as being within the Committee’s remit in this context; and
  - 3.1.4.3 In any single financial year commencing on 1<sup>st</sup> April no more than 50% of the reserve balance at the start of that year may be used

#### **4 Rules about meetings**

- 4.1 The provisions of Standing Order 3 which apply to committees shall apply to the Planning, Town & Environment Committee and this includes Standing Order 3x which extends the permitted duration of meetings to three hours for meetings of the Planning, Town & Environment Committee.
- 4.2 The Deputy Town Clerk shall attend every meeting and act as clerk to the Planning, Town & Environment Committee. If unable to attend they shall arrange for another officer to deputize for them.

Adopted by: Ringwood Town Council on 28<sup>th</sup> May 2025 (minute ref. no. C/7358)