



## **TERMS OF REFERENCE**

### **Planning and Development Committee.**

1. To exercise the Town Council's right under the Town and Country Planning Act 1990 to be notified of planning applications and Orders affecting the Hawkinge area by:
  - a. Considering all such applications and Orders.
  - b. Attending site meetings arranged by the Committee or the Planning Authority.
  - c. Submitting comments direct to the Planning Authority, considering the Planning Authority's decisions or, where appropriate noting the date an application is referred to the Secretary of State.
2. To consider all Enforcement Notices and Appeals in relation to planning applications in the Hawkinge area and comment directly to the relevant authority as appropriate.
3. To consider and respond directly on all consultations relating to Local, Regional and Structure Plans.
4. To exercise the powers and duties of the Town Council on all Highways (Planning) matters.
5. To exercise the interests of the Town Council in the consultation process under Section 5(3)(e) of the Licensing Act 2003 with regard to the formulation of a licensing policy for licensable activities (the sale by retail of alcohol, the provision of regulated entertainment and the provision of late night refreshment).
6. To exercise the interests of the Town Council in the consultation process under Section 158(e) of the Gambling Act 2005 with regard to the issue of licences.
7. To exercise the powers and interest of the Town Council on applications regarding Street Furniture and Occasional Theatre licences and Street Trading Consents.
8. To consider and make recommendations on issues concerning the Local Plan and plans for the Council and town future strategies.
9. To prepare budgetary forecasts, where necessary, on any of the above activities for inclusion in the Town Council's budget for the following financial year and submit these to the Finance and General Purposes Committee in the Autumn to calculate the precept for the ensuing year.
10. To consider and make recommendations to the Council on any changes to these terms of reference that might be required to enable the committee to adapt to changing circumstances and be better prepared to carry out its work.