

# IVYBRIDGE TOWN COUNCIL

## TERMS OF REFERENCE:

### DEVELOPMENT & INFRASTRUCTURE COMMITTEE

The Ivybridge Town Council Development & Infrastructure (DI) Committee considers the development aspects in the town and immediate surrounding area, monitoring the activities of private developers, local authorities and public undertakings, including matters such as highways, lighting and transport.

#### Purpose

To:

- a) Consider all planning aspects of development within the town or its immediate environs
- b) Consider all matters affecting the town's infrastructure
- c) Consider and monitor development plans
- d) Consider all matters relating to transport
- e) Consider all matters relating to highways and traffic management, including vehicle parking in the town
- f) Consider all matters affecting the town's lighting
- g) Promote sustainable development in the town
- h) Monitor proposals identified in relation to local planning policies

#### Appointment

Committee members shall be appointed at the annual meeting of the Town Council or in the case of a resignation, at an ordinary council meeting.

#### Membership and quorum

The membership of this committee shall be 9, comprising the Council Chair (Town Mayor) and Council Vice-Chair (Deputy Mayor) (ex-officio) plus 7 other members. The quorum of this committee shall be four (4).

To ensure effectiveness of this committee and decisions taken by it, members are encouraged to undertake planning training, and to keep up to date on relevant planning policy or legislation changes.

#### Frequency of meetings

Meetings shall be held as required. All committee meetings may be subject to cancellation if there is no quorum (sufficient legal number of Members in attendance).

#### Ex-officio members

The Council's Chair (Town Mayor) and Vice-Chair (Deputy Mayor) are appointed to this committee ex-officio.

#### Committee Chair

The Chair of this committee is elected annually at the annual meeting of the Town Council, and shall serve in this position until the next annual meeting of the council,

unless the Chair resigns from the position, resigns from the council or becomes disqualified from being a member of the council.

## Committee Vice-Chair

The Vice-Chair of this committee is elected annually at the first meeting of the committee following the annual meeting of the council, and will serve in this position until the next annual meeting of the Council unless the Vice-Chair resigns from the position, resigns from the council or becomes disqualified from being a member of the council. In the absence of the Chair, the Vice-Chair shall deputise.

## Terms of reference review

The council shall review and determine these Terms of Reference at the annual meeting of the council.

## Committee responsibility

The committee is granted full delegated powers to make a council decision regarding responses on planning matters to the appropriate planning authorities and any other relevant parties. This will include delegated authority to act as per the items below:

- a) To consider and provide a response to the relevant Planning Authority to all planning applications when notified according to relevant legislation, regardless of their size, controversial nature or effect on the area
- b) To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breach of planning regulations
- c) To make representation in respect of appeals against the refusal of planning permission
- d) To comment on street naming consultations and similar matters relating to the identify of an area when notified or otherwise alerted
- e) To comment on rights of way and other highways consultations and similar matters when notified or otherwise alerted
- f) To consider and make representations to other authorities in respect of applications for liquor, gaming and public entertainment licences
- g) To consider and monitor strategic, district, council and other developmental plans, proposed listed buildings, conservation areas, tree preservation orders and building preservation orders which impact upon Ivybridge, and the making of all appropriate representations
- h) Committee members may carry out a site visit relating to an application, but no less than two members should attend together. Their findings should be presented to the remainder of the committee for consideration
- i) The committee can nominate a member to attend any meeting of the Local Planning Authority to represent the council's view of an application
- j) The committee may seek advice from a local tree warden in relation to any tree applications
- k) Respond as consultee to consultation documents within the terms of reference of the committee

Consideration and representation on any of the above shall relate to the area within the parish boundary of Ivybridge, together with the immediate area outside that boundary, where it is considered to have potential significant impact on the town and its residents.

All correspondence shall be conducted through the Town Clerk.

## Arrangements for delegation to Officers

- a) Subject to below exceptions, the Town Clerk (or delegate) has authority to provide comments to the Local Planning Authority as consultee on behalf of the council **except** those:
  - (i) Planning Applications
  - (ii) Listed Building Consents
  - (iii) Advertisement Consents
  - (iv) TPO final confirmations (excluding emergency TPOs)
  - (v) Works to TPO trees
  - (vi) Permission in Principle Applications
  - (vii) Applications to discharge conditions
  
- b) Which:
  - (i) Relate to the council's own land
  - (ii) When the applicant or agent is a councillor (or an immediate family member)
  - (iii) Is an application when the applicant is an Officer (or an immediate family member)
  - (iv) The application relates to land that is in the ownership of a councillor or Officer (or an immediate family member)
  
- c) Or which in the opinion of the Town Clerk, in consultation with the Chair and Vice-Chair of the committee:
  - (i) There is finely balanced policy or precedent issues
  - (ii) There are probity issues or public interest reasons for the matter to be determined by the committee
  - (iii) The matter is an unusual response to a particular set of issues that warrants debate by the committee
  - (iv) It is reasonable for the committee to decide the matter as part of the regular agenda
  
- d) A list of decisions where comments have been submitted via delegation will be published as part of the next available Development & Infrastructure Committee agenda.

## Governance

- a) To set a budget for the forthcoming financial year, if appropriate, in accordance with the council's Standing Orders
  - b) To implement items and resolve actions relating to income and expenditure as set out in the council's annual budget and reserves specific to the committee's activities
  - c) Where matters have been delegated to this committee for approval, it shall comply with all council's policies, protocols, systems and procedures, including Standing Orders and Financial Regulations and any other statute or codes within legislation
  - d) This committee may make recommendations to the town council on relevant matters for which it has no delegated authority and may be given delegated powers by full council to take action on relevant matters
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## Alternative formats

Disability Discrimination Act 1995 and Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. Copies of this document in large print (A3 format) or larger font size, or any tables contained within this document in a screen reader accessible format can be made available on request from the council office or by telephoning 01752 893815 or by emailing the Town Clerk's office [townhall@ivybridge.gov.uk](mailto:townhall@ivybridge.gov.uk)

Version	Date	Comment
V1	July 2024	Adopted by Council