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Adopted by Full Council: 18.5.2026

Review Date: Annual Meeting May 2027



Cyngor Tref Aberystwyth Town Council

PLANNING COMMITTEE

Terms of Reference

1. Procedures

- a. The Planning Committee reports to Full Council.
- b. The Mayor and Deputy Mayor are automatically *ex-officio* members of the Planning Committee with voting rights.
- c. Apart from 1(b), the membership of the Planning Committee is determined annually by Full Council, in the first Full Council meeting after the Annual Meeting.
- d. The Planning Committee meets 11 times a year excluding extraordinary meetings (usually on the first Monday night of each month). There will be no more than 21 days between the Full Council meeting and the following Planning Committee meeting. There will be no more than 21 days between the Planning Committee meeting and the following Full Council meeting.
- e. The quorum of the Planning Committee is a third of the membership or 3 councillors, whichever is more. No business will be discussed while the meeting is inquorate. If quorum is not achieved 10 minutes after the start of the meeting, the meeting will not be held, and delegated powers will be transferred to the Chair to consider the applications in accordance with Section 8.
- f. The chair of the Planning Committee will manage the meeting in accordance with Section 2.

2. Chairing

- a. The first item on the Planning Committee agenda immediately following the Annual Meeting of Council will be to elect a chair and vice-chair.
- b. In general, meetings are managed by the Chair of the Planning Committee.
- c. If the Chair is unable to attend, the Vice-Chair becomes the Chair for that specific meeting.
- d. If the Chair and Vice-Chair are unable to attend, the members can elect another member to be the Chair for the specific meeting.
- e. It is expected that the Chair will have read the planning applications thoroughly before the meeting and be able to present them in an unbiased way to the other councillors.

- f. A vote of no confidence can be put in the Chair or Vice-Chair. More than half of the Planning Committee members would need to vote in favour for the motion to succeed. If the motion does succeed, it is necessary for the Chair or Vice-Chair to resign as Chair/Vice-Chair of the Planning Committee and to yield the chair immediately.
- g. ONLY through a formal motion on the agenda can 2(f). be done. No confidence cannot be put as an emergency motion or raised in the course of the meeting.
- h. If the Council receives an invitation to attend a site meeting about a planning application, it is expected that the Chair will attend the site meeting and voice the view of the Planning Committee as agreed in the meeting and as is in the minutes. If the Chair cannot do this, the Vice-Chair will be asked to do this. If the Vice-Chair cannot do this either, the member who will represent the view of the Planning Committee will be decided through a vote. No other member than the one chosen to speak for the Planning Committee is allowed to give the impression that he/she is speaking on behalf of the Council or the Planning Committee.

3. Agenda

- a. The agenda for the Planning Committee will be advertised to councillors and the public in accordance with 3ai and 3aii in the Standing Orders.
- b. The agenda will include the following: Present, Apologies, Declarations of interest, Correspondence, To Consider Planning Applications, and any other motions which may come to the office for the consideration of the Planning Committee.
- c. Agendas shall be discussed by the Chair of Planning Committee and the Proper Officer prior to the advertisement of meeting.

4. Meetings

- a. Matters on the agenda will be considered, including any planning applications which the Council has not yet responded to.
- b. Members of the public can attend the meetings, and they can speak at the discretion of the Chair.

5. Responsibilities

- a. Aberystwyth Town Council is a statutory consultee in planning applications in the Council area.
- b. The Planning Committee will consider every planning application and resolve what response to send to the Planning Authority. Full Council's consent is NOT required before sending responses.
- c. The Planning Committee can consider any motions relating to development locally, including: the Local Development Plan, Place Plans, infrastructure in the town, street layouts, planning training for councillors and economic development.
- d. The Planning Committee will consider correspondence from the Planning Authority regarding planning decisions in the Aberystwyth area, and the Committee can choose to send a response noting feelings about the decisions.

- e. The Planning Committee can resolve to contact anybody about any subject within the responsibilities of the Planning Committee, contact an individual, contact the media or open a consultation.
- f. To review the Council's planning policies and procedures in consultation with the Standing Orders and Policy Committee.
- g. To consider other matters referred to it by Full Council or any other committee.

6. Delegated Powers

- a. Powers to consider planning and to comment on planning applications without reference to Full Council.

7. The Proper Officer

- a. The Proper Officer will circulate planning applications to councillors within 2 working days of receiving them.
- b. The Proper Officer will circulate planning decisions to members within 2 working days of receiving them.
- c. If the deadline for a planning application prevents the application from being discussed in the Planning Committee, the Proper Officer will inform the Mayor to ensure that it is possible to discuss the application in Full Council.
- d. The Proper Officer will take minutes of the Planning Committee.
- e. The Proper Officer will ensure that a response is sent to the Planning Authority for every application before the deadline.

8. Special circumstances

- a. If the Planning Committee meeting does not reach quorum 10 minutes after the start, the planning applications will be dealt with in consultation with Council.
- b. In accordance with 6c and 6d of the Standing Orders, 2 members can call on the Chair of the Planning Committee to call an extraordinary meeting. If this is done, the applications under discussion will be considered by the members in the extraordinary meeting.
- c. If the members feel that some planning application is going to have a major effect on the town, the members can vote to send the application to Full Council for wider consideration, if this will not undermine the ability of the Council to respond in good time.
- d. If a planning application arrives after the Planning Committee and has a deadline before the meeting of Full Council, the application will be dealt with under 8(d)(i) to 8(d)(iv).
 - i. The Chair will contact the above, explaining the situation, giving the application number and setting a deadline for comments from Councillors. It is expected that this deadline will be earlier than the Planning Authority's deadline.
 - ii. After the Town Council's deadline, the Chair will consider all responses received.
 - iii. If more than one response is received from Councillors (including the Chair), the Chair will make a decision based on the responses received, and will ensure that the response is conveyed to the Planning Authority by the Planning Authority's deadline.

If there is no more than one response, no comments will be sent about the application.

- iv. The Chair will circulate any response provided under section 7 to the Council for information purposes.