HORNCASTLE TOWN COUNCIL

PLANNING AND DEVELOPMENT COMMITTEE - TERMS OF REFERENCE

Overview

1. The Committee will consist of 5 councillors who will be appointed by the Council at the Annual Meeting of the Town Council. Reserve Councillors will be trained and available as substitutes when required.

2. The Chairman and Vice Chairman are to be elected annually by the Committee at the first committee meeting each year

3. The Committee will meet monthly on the third Monday of the month, starting at 7pm.

4. The Chairman of the Committee can request additional committee meetings as and when necessary

Responsibilities

1. The Planning and Development Committee has the delegated authority from Horncastle Town Council:

   a) To make representations to the Local Planning Authority on applications for planning permission made under the Town and Country Planning Acts

   b) To make representations to East Lindsey District Council on applications for work to trees covered by a Tree Preservation Order, trees within the Horncastle Conservation Area, and trees within Horncastle affected by applications for planning permission, in accordance with the Committee's Environmental Protection Policy

   c) To determine the street naming policy and review it as appropriate, and to make recommendations to East Lindsey District Council on applications for the naming of Horncastle Streets

   d) To review and approve new nominations for street names to be included on the proposed street names list, at least annually

   e) To monitor the built environment of the town, and proactively identify and make representations to the relevant authorities in respect of enforcement action, any matters considered to be breaches of planning regulations, or any land or building which the Committee considers to have an adverse effect on the amenity of the area, with particular regard for visual impact upon the conservation area

   f) To actively pursue and promote initiatives to reduce the incidence of vacant commercial properties within the conservation area, and increase uptake of shop front renovation schemes

   g) To work with and through any Conservation & Heritage officer so appointed or employed by the local planning authority to enhance the beauty and viability of the Horncastle Conservation Area

   h) To consider development plans and other development related consultation documents and to respond as appropriate

   i) To consider any consultation requests relating to environmental work within the Horncastle area and to respond as appropriate in accordance with the Council's Environmental and Sustainability Policy.

j) To deal with any other planning related matter that a meeting of the full Council considers appropriate to be referred to the Committee.

k) To carry out planning related project work in response to recommendations in the Horncastle Neighbourhood Development Plan or in relation to other Horncastle documents (e.g., Horncastle Conservation Area) to help make physical improvements to the town or improve planning processes

l) To work with the Flood Risk Officers at Lincolnshire County Council to improve the awareness, understanding and enactment of Riparian Ownership.

General

1. When making **representations on planning applications** where the Council is a consultee only, the Committee will invite applicants and objectors (where applicable) to speak on each planning application at the Chairman's discretion.
2. The consideration of an application will not be delayed simply because someone who wishes to speak is unable to attend the meeting
3. The Committee will be mindful of and take into consideration National Planning Policy and guidance and the Horncastle Neighbourhood Development Plan when considering planning applications
4. Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing and speak on behalf of the Council.
5. Where the Town Council is a consultee, the Chairman of the Committee or the Chairman of the Council shall have discretion to refer a planning application to the full Council for consideration where a representation is required
6. Site visits may be arranged by the Chairman of the Committee, or the Vice Chairman if the Chairman is not available, prior to a Committee meeting.
7. Wherever possible, a member of the Committee is to be nominated to attend East Lindsey District Council Planning meetings to represent the Committee's views in respect of controversial planning applications
8. Councillors will attend appropriate training provided to enable them to properly discharge their function and their responsibility to the public.
9. Councillors will at all times observe the Town Council Code of Conduct and Councillors serving on the Planning Committee will also observe the Town Council Planning Code of Good Practice
10. The Committee is subject to all applicable Standing Orders of the Town Council.

These Terms of Reference were considered by the Planning and Development Committee on 18th May 2026 and adopted by the Town Council on 9th June 2026