



FALMOUTH TOWN COUNCIL

COMMITTEE TERMS OF REFERENCE – 2024/25

Committees may exercise delegated functions on behalf of the Town Council under the following terms of reference, subject to:

- The Town Council's approved Budget and Financial Regulations
- Any previously minuted decision of the Town Council
- Any matters reserved to the Town Council by statute

Committee membership will be appointed by the Council. Normally the appointment of the Committee Chair and Vice-Chair will be delegated by the Council to the respective Committee.

PLANNING AND LICENSING COMMITTEE

As directed by Standing Order 5 (g) and (h) to consider the impact of development in Falmouth as consulted by the Planning Authority, including such matters as highways, lighting, trees, transport and enforcement, and to consider the impact of licensing in Falmouth, including premises, alcohol, late night refreshment houses, public entertainment, street trading, highway licences, hackney carriage etc.

Membership:	8 (with a training requirement to serve)
Quorum:	3
Meeting Frequency:	3 Weekly
Attending Officers:	Administrative Officer
NB	2 supporting Vice-chairs if required, one for planning matters and one for licensing matters

Terms of Reference:

1. To consider and respond to all planning applications notified by the Planning Authority in accordance with the Council's Policies and National and Local Planning Development Framework Guidance, being cognisant of the Falmouth Local Plan direction and policies.
2. To consider all matters of strategic planning.
3. To authorise the Chair (or appointed deputy) to attend to represent the Council at relevant meetings of the Planning Authority, Inquiries and Appeals.
4. To allow the attendance and participation of public at meetings subject to the Council's Public Speaking Protocols.
5. To make recommendations in regard to street naming proposals in Falmouth.
6. To consider all matters relating to public paths, highways and traffic management including car parking.
7. To consider and notify matters of planning enforcement and breaches of planning control.
8. To consider matters relating to Tree Preservation Orders in Falmouth
9. Unless considered by the Council to respond to strategic and policy consultation by Cornwall Council in regard to planning and land use matters.
10. To consider all licensing matters and applications in Falmouth and make representations to the Licensing Authority
11. To work with the Police Licensing Officer in determining local responses on licensing applications and matters, to ensure nuisance and anti-social behaviour are not created or exacerbated by licensing applications
12. Be cognisant of local directions including the Cumulative Impact Zone
13. Invite licensing applicants, supporters and objectors to attend and/or make representations to the Committee
14. To authorise the Chair (or appointed deputy) to attend to represent the Council at relevant meetings of the Licensing Authority, Inquiries and Appeals