

Portishead Town Council – Planning Advisory Group Committee Terms of Reference	
Name of Committee	Planning Advisory Group
Membership	8 members of the Town Council including the Chairman. Other Councillors may attend meetings of the Committee, may participate in discussions, but may not vote.
Responsible officer	Deputy Town Clerk
Requirement	Members of the committee must be prepared to visit planning application sites, to do a visual site visit if necessary and to view the documents online prior to the meeting.
Terms of reference	<ul style="list-style-type: none"> • Receive planning applications and related matters and forward decisions, observations and comments to North Somerset Council and / or any other appropriate authority. • To make observations / comments on planning policies and detailed Local Plans e.g. Joint Spatial Plan appropriate to the Town Council. • To make observations/comments on: <ul style="list-style-type: none"> ○ The creation, diversion and closure of public rights of Way ○ Listed building consents ○ To decide on street naming ○ Disabled bay consultations • Nominate speaker(s) to represent the Town Council at North Somerset Council planning meetings and committees. • The committee has the authority to form a working party to consider and agree responses on behalf of the Town Council. • To campaign and lobby on behalf of the Town Council in respect of planning matters. • The Chairman of the Planning Advisory Committee may wish to propose a “delegated Chairman decision” to the core members of the planning committee with a view to responding to a planning application rather than debating the matter at a forthcoming meeting. This would require the agreement of at least 4 Planning Advisory Committee members.
Delegated powers	The Committee is authorised to make decisions on behalf of Portishead Town Council with regard to all aspects in the Terms of Reference that are within budget and in accordance with the delegated authority in financial policies
Referred business	Any expenditure outside of budget or the delegated authorities in financial policies must be approved by the full Town Council. Larger developments and contentious applications e.g. Marina Gardens.
Quorum	3 members of the planning committee
Frequency of meetings	Monthly
Approved & adopted	by Town Council resolution of 27 May 2020 and 11 May 2022
Updated	Town Council resolution 21 July 2021 and 11 May 2022