

LUDGERSHALL TOWN COUNCIL



PLANNING COMMITTEE TERMS OF REFERENCE

The Planning Committee shall be administered and managed in accordance with these Terms of Reference and to be read in conjunction with Ludgershall Town Council Standing Orders & Code of Conduct and reviewed annually.

The Full Council are to consider matters of Planning for Ludgershall Town Council only relating to the responsibilities listed below that are provided by the Town Council.

The Chair and Vice-Chair of the FTC are automatically the same on this committee and there is a quorum of not less than 5 members inclusive of them. The Chairman shall in the case of an equality of votes have a second casting vote.

The Committee shall meet usually within the Full Town Council Meeting held every 2nd Monday of the month however, if deemed necessary by the Chair and the Clerk a separate meeting can be called. At least 3 clear days' notice will be given.

- a) The Committee has delegated authority to consider all planning applications pertaining to Ludgershall Town Council and to respond to Wiltshire Planning Authority.
- b) The Committee shall have an obligation to ensure that relevant parties are given an adequate hearing. Applicants, supporters and objectors shall have the opportunity to speak at meetings in accordance with the Town Council Standing Orders.
- c) Any member of the committee can ask the Clerk to request an extension of time from Wiltshire County Council Planning Department to adequately respond to an application.
- d) Where an application is subject to an appeal the Chair of the Committee or a member of the committee should be nominated to attend the hearing or inquiry

All correspondence shall be conducted through the Town Clerk/Assistant Clerk. Minutes of all meetings shall be kept by the Clerk and forwarded to all Members of the Town Council as draft asap and put on the website.

Adopted May FTC 2026