

## Planning Committee Terms of Reference

### MEMBERSHIP:

- Eight Councillors including the Chairman and Vice Chairman
- Chairmanship and membership of the Committee will be decided at the Annual Parish Meeting

### QUORUM:

- A Quorum will be three members to include the Chairman or Vice Chairman

### MEETINGS:

- The Committee will meet as required but will conduct business about routine planning matters by email
- A record of all planning applications, the responses of the Parish Council and the decisions taken by the planning authority will be recorded in the minutes of the Parish Council
- The Clerk will minute all meetings of the Planning Committee and the minutes will be submitted to the Parish Council at the next meeting for adoption
- The Clerk is responsible for submitting the responses to the Planning Authority

### DELEGATED POWERS:

- The Committee has delegated powers to consider all planning applications and to respond to them for the Parish Council

### POWERS AND RESPONSIBILITIES:

- To consider all planning applications
- To consider responses to consultations on the Local Plan, Minerals and Waste Local Plan and other planning policy documents.
- To study relevant plans, visit relevant sites and consider any comments from members of the parish before coming to a decision
- To consider whether to canvass opinion for and against applications to assist with a fair determination of applications
- To ensure that all relevant parties are given an adequate hearing if they request this in accordance with the Council's standing orders
- To recommend to the Parish Council how it should respond to each planning application
- To ensure that any objections or recommendations are based solely on planning criteria
- To consider environmental aspects when considering planning applications
- To monitor the general environment of the parish and report to the planning authorities any potential planning breaches
- To respond on behalf of the Parish Council when a time sensitive response is required
- To respond to all consultations regarding planning issues or issues that will have an impact on planning the Committee is authorised to make written representation or to elect a member to attend the hearing
- To consider progress of the Neighbourhood Plan
- When an application is subject to appeal the Committee is authorised to make written representation or to elect a member to attend the hearing

- To attend planning training sessions as offered by the planning authority and to read all relevant documentation to ensure that the Committee is aware of current legislation and regulation