

Terms of Reference of Planning Committee

- Name: Planning Committee
- Membership: Five (5) members of the council
- Purpose:
- To be the primary recipient of planning applications that are received by the Parish Council so as to provide closer and more timely scrutiny on applications, to escalate to full Parish Council meetings where necessary
 - To consider planning appeals including representations at ERYC Planning hearings and public meetings as necessary
 - Meet with residents, as appropriate, to advise them on the process for submitting planning applications
 - To represent the Parish Council at pre-planning meetings as considered appropriate and to hear submissions from developers
 - Submission of comments on licensing applications within the parish
 - Liaison with neighbouring parish councils on planning issues
- Conditions:
- 1 Membership of the Committee to be decided upon its creation and the membership of the Committee to be appointed at the Annual Council Meeting
 - 2 Meetings to be convened on a biannual basis (or more frequently if determined by agreement between the Chair of the Committee and the Clerk) within the requirements of the Local Government Act 1972, Schedule 12, para 10 and the Public Bodies (Admission to meetings) Act 1960, para 1
 - 3 Minutes to be presented to the next meeting of the parish council
 - 4 The Committee may co-opt to fill temporary vacancies
 - 5 The Committee is empowered to invite specialist professional Officers or advisors to attend meetings to provide guidance as to matters under discussion

- Restrictions:
- 6 Only Members of the parish council may be members of the Committee
 - 7 Only members of the Committee may speak at Committee meetings other than by the resolution of the Committee or if specifically summoned
 - 8 The quorum shall be three (3)
 - 9 The Parish Council's Code of Conduct and attendant regulations apply to this Committee
 - 10 The committee may resolve decisions