

TERMS OF REFERENCE FOR THE PLANNING COMMITTEE

DELEGATION FROM THE COUNCIL

These Terms of Reference were agreed by the Parish Council at its meeting on 16 July 2008 and recorded at minute 101/2008b.

MEMBERSHIP

This Committee shall consist of 5 Councillors who shall be elected and may be re-elected, each year at the Annual Meeting of the Parish Council.

PROCEDURES

The Committee will operate in accordance with Local Government law and in accordance with the Council's Standing Orders when adopted.

At the first meeting of the Committee after the Annual Meeting of the Parish Council the Committee shall elect a Chairman and a Vice Chairman for the forthcoming year from amongst the Committee membership. The Chairman and Vice Chairman may be re-elected.

The Committee will submit its minutes of meetings for ratification to the next meeting of the Parish Council.

The Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting in the late autumn/early winter annually.

The Clerk to the Council shall provide administrative support for the Committee.

FREQUENCY OF MEETINGS

(The schedule of meetings shall be agreed at the Annual Meeting of the Parish Council.)

The Committee shall meet on the first Thursday and third Wednesday of the month at 7:00pm unless varied by agreement of the Committee. The Clerk is to be responsible for calling a Planning Committee meeting.

COMMITTEE FUNCTIONS

The Committee shall -

- i. Decide the Council's responses to consultations on planning applications of a scale which would not result in a new postal address. All planning applications leading to a new address or change of use will be referred to the Council with a Committee recommendation. Two members of the Council will be invited by the Clerk to visit all application sites and report to the Committee.
- ii. Make recommendations to the Council on statutory and non-statutory planning policy documents.
- iii. Select from its membership a person, or persons to represent the Council at site meetings, public enquiries, etc to represent the Council's previously agreed views.

TRAINING

Each Committee member should attend a Planning Information Day (e.g. KALC)