

**FOWLMERE**



**PARISH**

**COUNCIL**

## Planning Committee

TERMS OF REFERENCE

ADOPTED 10/09/2019  
by FULL COUNCIL

## **Fowlmere Parish Council Planning Committee - Terms of Reference**

### **Membership**

1. All Parish Councillors will be members of the Planning Committee in order to ensure that quorum can be achieved should meetings need calling at short notice.
2. Membership of the Committee shall be confirmed at the first meeting of the Parish Council after the Annual Village Meeting.
3. The Committee shall appoint a Chair and Vice-Chair by election from members of the Committee at the first meeting in any Civic year.
4. Members must comply with all aspects of the Parish Council's Code of Conduct and Standing Orders.

### **Quorum**

5. The quorum necessary for the transaction of business shall be three.

### **Frequency of Meeting(s)**

6. Whenever possible planning applications will be discussed at Planning Committee meetings scheduled to occur on the same evening as full meetings of the Parish Council. Planning matters will be dealt with prior to the full Parish Council meeting in order to facilitate the attendance and participation of interested parties in planning matters.
7. If the planning authority's timetable does not permit matters to be considered in line with the usual schedule of full Parish Council meetings, or the scale of applications to be considered exceeds what would be feasible, then the Clerk or Chairman of the Committee may convene an additional meeting of the Parish Council Planning Committee.

### **Public Participation**

8. The Committee may adjourn to allow comments from attending members of the public for any given application under consideration. The number of representations to receive will be determined at the Chairperson's discretion. Any individual invited to speak will be allowed up to 5 minutes to present a statement of points that they would like the committee to take into consideration. The Chairperson will endeavour to ensure that where members of the public wish to present views for and against aspects of an application that both are given opportunity to be presented to the Committee.

9. The Planning Committee has an obligation to ensure that any comments received, prior to the meeting, from any relevant parties, applicants and objectors, for planning applications are considered at the meeting.
10. In accordance with the Parish Council's Standing Orders, members of the public may be excluded from the meeting if confidential business is to be transacted. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

### **Delegated Powers**

11. To receive, consider and respond on behalf of the Parish Council to planning applications and consultations from the Local Planning Authority.
12. Consider all matters relating to listed buildings consent, buildings of special interest, historic buildings and buildings in the conservation area, tree preservation orders, street naming and numbering.
13. To make representations on behalf of the Parish Council in respect of appeals against the refusal of planning applications.
14. To make timely financial decisions with regards to obtaining external expert advice and support on planning matters, in line with the authority levels specified by the Financial Regulations, if within the amounts allocated in the approved annual budget.
15. To identify, comment upon, and refer to the relevant authorities any matters considered to be in breach of planning permission.
16. To respond to all relevant consultation documents relating to planning and associated matters.
17. To provide support to any Neighbourhood Plan Steering Group, and ensure that regular progress reports are made to the Parish Council.
18. The Committee may prepare and submit a representation on behalf of the Parish Council without referring to the Parish Council, provided a report is made to the next meeting of the Parish Council.

### **Responsibilities of the Clerk**

19. Publishing of agendas and minutes of all meetings.
20. In the Clerk's absence (for annual leave etc.) the responsibilities of the Clerk shall pass to the Chair and Vice-Chair of the Committee.

## **Responses**

21. The Parish Clerk will communicate to the Local Planning Authority the Committee's decision in respect of applications considered.
22. Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing.
23. Wherever possible, a member of the Planning Committee is to be nominated to attend Planning Authority's meeting, as necessary.
24. All correspondence with the Local Planning Authority and its officers, applicants, objectors, or other interested parties, should be conducted through the Parish Clerk.

## **Review of Terms of Reference**

25. The terms of reference are set by the Full Council and shall be reviewed at least once a year.

Review Date	By Whom	Version	Date Adopted
10 <sup>th</sup> Sept 2019	Full Council	1.0	10 <sup>th</sup> Sept 2019
28 <sup>th</sup> July 2020	Planning Committee	1.1	8 <sup>th</sup> September 2020