

# **Four Marks Parish Council Planning Committee Terms of Reference**

## **Objective**

To comment on planning applications and respond to the Planning Authority on behalf of the Parish Council and local residents.

## **Definition**

The Planning Committee is defined as a Standing Committee pursuant to Standing Orders Section 4.

## **Membership**

The Committee shall comprise of at least five members of the Parish Council, elected each year at the Annual General Meeting. In addition, any other Parish Council member shall be appointed who will have full Committee rights when attending as members.

The Committee will elect a Chairman from amongst its members.

The elected Committee Chairman will preside over meetings. If the Chairman is not present, the Committee shall elect from its members a Councillor to act as Chair. The Chairman of the Parish Council, if present, will chair the Committee in the absence of the Committee Chairman.

Quorum for all meetings shall be three.

## **Attendance**

Apologies are to be sent to the Clerk/Executive Officer in advance of the meeting. If absent for six consecutive months, cessation from the Committee will be automatic unless there is statutory excuse eg. long term sickness. (Standing Orders Section 3.u)

## **Meetings**

Meetings will be held monthly, on the first Wednesday of every month, unless no planning applications have been received.

Three clear days' notice of the meeting should be given, this does not include the day on which the notice was issued or the day of the meeting.

The Chairman of the Committee or the Parish Council may summon an additional meeting at any time. An additional meeting may also be summoned by two members of the Committee by requesting such a meeting in writing to the Clerk/Executive Officer (Standing Orders Section 6.d).

The Chairman of the Parish Council shall be notified of all meetings and agenda items and may attend, if they are not a member of the Committee, should they so wish.

All meetings shall be conducted according to the requirements of Standing Orders.

Committee members are responsible for familiarising themselves with details of the agenda items to be discussed.

Additional Agenda items will not be permitted, with the exception of late and time defined planning applications. However, any member may request a postponement to allow further investigation.

All meetings will commence with an “Open Session” (Standing Orders, Section 3d.).

### **Powers**

The Committee is empowered to discuss and respond to planning applications without the ratification of Full Council.

Unless;

- The deadline of the Planning Application will be reached prior to the next proposed Planning Committee meeting and a request for submission delay is declined for any reason;
- On the night of the Planning Committee Meeting, due to lack of attendance, the meeting is not quorate and needs to be deferred;
- Any member of the Committee, or member of the Full Council not on the Planning Committee, notifies the Clerk in writing that they would like the application to be brought to Full Council.

Should a Planning Application be received that is deemed to be potentially contentious, the Clerk will notify all members of the Parish Council and invite them to attend the Planning Committee meeting or submit any comments they wish to make prior to the relevant Planning Committee meeting.

The Committee will approve requests for developer presentations, and agree date, time, location. All communication will be via the Clerk/Executive officer. Any changes will be agreed through the Committee at the next scheduled meeting.

### **Minutes**

Minutes of all formal meetings will be taken by the Clerk/Executive Officer and circulated to all Council members. When making a response to the Local Authority, the Clerk/Executive Officer will report verbatim from the Minutes relating to that item.

### **Reporting**

A summary report shall be made by the Chairman of the Committee at each full Council meeting.