

# **PLANNING COMMITTEE**

## **TERMS OF REFERENCE**

### **1. Members**

Up to Five Councillors shall be appointed annually at the Annual Meeting of the Parish Council as voting members. In the case of an equal vote the Chairman of the Committee shall have a second or casting vote.

*In line with Council standing order 4v "may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer before the meeting that they are unable to attend*

### **2. Quorum**

The quorum of the Committee shall be 3 voting members. Voting members are FCPC Councillors.

### **3 Chair and Vice Chair**

The Chair and Vice Chair will be elected at the Committee meeting following the Annual Meeting of the Council, held in May.

### **4 Declarations of Interests**

If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required. N.B. If a Member who has declared an interest then considers the interest to be prejudicial, he/she must withdraw from the room during consideration of the agenda item to which the interest relates.

### **5 Scope of work**

The Planning Committee will discuss and make recommendations to Council on matters pertaining to planning. The Committee will consider and respond to all planning applications and communications received.

The Committee will engage with the community and raise the profile of the Planning Committee work carried out by the Parish Council. Opportunities will be made available to the public to share skills and contribute to the Committee.

The Planning Committee will have full Delegated Powers and Responsibilities for the following:

- Delegated powers to consider any planning application and to respond to them through the Clerk/CEO & RFO on behalf of the Parish Council.
- To consider any planning application that is deemed appropriate.
- 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, if the timings permit
- To ensure that all relevant parties are given an adequate hearing if they request this in accordance with the Council's Standing Orders
- To ensure that any objections or recommendations are based solely on planning criteria
- To consider environmental aspects when considering planning applications
- To consider any current Village Design Statement, Neighbourhood Plan, or Climate Policy 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.
- Public involvement. The nature of public involvement should remain fluid and informal. Parishioners may join meetings on topics or projects they are interested in.
- To respond to all consultations regarding planning issues or issues that will have an impact on planning, the Planning Committee is authorised to make written representation or to elect a member to attend the hearing.
- When an application is subject to an appeal the Planning 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 Planning Committee is aware of current legislation and regulations.
- The Planning Committee can set up time-limited working groups as they may deem fit, to deal with specific tasks.

## **6 Public recruitment**

Members of the public to be invited to committee meetings regularly via Facebook and Parish Council website. All meetings should be publicised. Members of the public can be a member of the Committee but will not have voting rights.

## **7 Admission of the Public and Press**

The Public and Press shall be admitted to all meetings. If required, they may be temporarily excluded by means of a special resolution as follows. In accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 "the Press and Public will be excluded from the meeting during consideration of these items due to the confidential nature of the business about to be transacted". The Public and Press may also be excluded where disclosure of information may lead to identification of individuals and therefore breach the first data protection principle (fair, transparent and lawful processing): in such cases s40(2) of the FOI Act 2000 would apply.

## **8 Delegated powers**

Full delegated powers to deal with any planning applications or correspondence. Minutes of all meetings to be ratified at the next full Council meeting.

## **9 Meeting schedule**

Meetings to be arranged as and when required depending on planning applications or communications received. Where possible, a schedule of meetings and project topics to be scheduled and circulated to members and public.

## **10 Meeting Duration**

The Planning Committee meeting will be for a maximum of 2 hours, with any unfinished business being taken at the beginning of the next meeting. In exceptional circumstances the meeting may be extended with a vote taken by the Members. As per Standing Order 3x.

## **11 Group Membership**

There is no limit of non-Councillors being part of the Committee but in order to have efficient and effective meetings no more than 5 is recommended.

## **12 Review**

These terms of reference are to be reviewed annually by the Committee at the first meeting following the Annual Meeting of the Council.