

# **BROOKLAND PARISH COUNCIL PLANNING COMMITTEE**

## **Terms of Reference**

The Parish Council resolves to set up a Planning Committee to deal with Planning Applications that are considered to be non-contentious. Contentious items will be ALWAYS referred to the full Parish Council.

The Planning Committee will meet to deal with Planning Applications when:

- i) The normal monthly Parish Council meeting is not being held
- ii) The District Council are unable to give an extension of time to the Parish Council
- iii) Due to exceptional circumstances, the time constraints on the Agenda of a full Parish Council meeting mean that the Planning Applications cannot be fully discussed

In normal circumstances, when the return date for the application allows for it to be discussed at the monthly Parish Council meeting and time allows, the Clerk will send the plans to the Chairman of the Planning Committee, who will liaise with the other members, to ensure that, they have all seen the Planning Applications prior to the meeting, attended a site meeting as necessary and agreed upon their joint recommendation prior to the full council meeting.

The Committee should try to ensure that at least 2 members always see the plans prior to their being presented to the full Parish Council meeting.

A Member of the Planning Committee will then report back to the full Parish Council meeting and advise councillors of the Planning Committee's recommendations. The decision of the full council will be communicated to the Planning Officer by a member of the Planning Committee.

Where the full council is unable to deliberate the planning applications, for any of the reasons stated above, (i – iii), then it is the responsibility of the Chairman of the Planning Committee to call a meeting of the Planning Committee.

The Committee will arrange to meet, on a suitable evening, at a venue fully accessible to members of the public. Normal Parish Council procedures will follow including:

- a public notice of the meeting being published on the notice board at least **3** clear days before the meeting, and
- an agenda specifying, in detail, the business to be transacted being sent to all Parish Councillors as they may attend the Planning Committee meeting although councillors who are not on the Planning Committee are unable to vote, and
- All decisions will be communicated to the Planning Authority by a member of the Planning Committee or The Parish Clerk to arrive by the due date.

### **Membership**

The Planning Committee shall consist of 3 Councillors elected at the annual meeting of the Parish Council. The Chairman shall automatically be an ex officio member of the Committee

### **Procedure**

- The quorum for a Planning Committee meeting is 3.
- To ensure a quorum any other Councillor, not elected a member of the Committee, may be co-opted for a specific meeting with voting powers.
- The Committee Chairman shall be elected at the beginning of the first meeting of the Committee after the annual meeting of the Parish Council.
- The Committee Chairman has a casting vote in the event of a tied vote.
- All meetings of the Committee must be minuted and reported back to the next meeting of the Parish Council.
- A copy of the approved minutes will be lodged with the Clerk.
- Committee members must pay due regard to the Standing Orders of the Parish Council.

## **2016/2017 Committee Membership**

Elected to the Planning Committee at the Parish Council meeting held on 16 May 2016

Mrs V Wallington (Chair)

Mrs C Coleman

Mr J Burgoyne

Mrs S Saxby (Ex Officio)