

# HENSTRIDGE PARISH COUNCIL

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## **TERMS OF REFERENCE FOR PLANNING COMMITTEE.**

The Planning Committee should operate within the Standing orders of the Council at all times (with particular reference to S.O. 40 – 50 which refer specifically to committees), and the Chairman should use the Guidance on Chairmanship as a reference.

The Planning Committee's role is to deal with all matters relating to planning that have been referred to the Parish Council.

The Parish Council delegate the power to the Planning Committee to make recommendations on planning issues to the District Council on their behalf.

In the event of being notified that there is an intention to delegate the granting of Planning permission for an application which the Planning Committee has rejected, that the Planning Clerk/Clerk be delegated to send a copy of the full minutes (discussion and decision) for the application concerned to the Ward members.

The Planning Committee shall consist of all members of the Council, with a quorum of 5.

The Planning committee will hold two meetings a month, one prior to the main council meeting on the Monday before the second Wednesday of each month, and one on the Monday preceding the fourth Wednesday. Meetings will only occur if planning items need addressing.

In the event of an application deadline not allowing for its inclusion in a meeting and no extension being available, the Clerk should respond to the application with the following set statement: *"The Parish Council is unable to meet within the constraints of the Local Government Act because of the short deadline set by the Local Planning Authority and therefore is unable to make a Recommendation on application"*.

Agendas and minutes of the Planning Committee are to be published in accordance with Standing Orders. Members of the Council who are not members of the Planning Committee will also be provided with copies of the Minutes of meetings in order to keep them informed of the decisions of the planning committee on their behalf.

Members of the Planning Committee may attend site meetings with members of the District Council only, excluding the presence of applicants.