

## Terms of Reference

# Planning Committee

- The business of the Planning Committee is currently carried out at Full Parish Council Meetings by the Full Parish Council.
- The Planning Committee would only meet if a planning application was received for the parish which needed consideration before the next Full Parish Council Meeting.
- A maximum of 6 Parish Councillors to be members of this Committee.
- The Committee shall report to the Parish Council on all Planning matters as defined by these Terms of reference.
- For routine planning applications e.g., alterations and extensions to domestic properties, The Committee may comment on these applications in order to prevent delays. This authority is a delegated power from the Council.
- For major planning applications e.g., new dwellings, alterations and extensions to commercial premises and change of use of all properties, The Clerk will distribute the relevant documentation to the Planning Committee for comments, which in turn, will be reported back to the Full Council.
- The Committee to meet only when time constraints imposed by the planning authority mean that the Planning application cannot be discussed at a Full Council Meeting by the Full Parish Council.
- To be quorate the Committee requires a minimum of 4 members to be present.