

Croscombe Parish Council

Planning Committee Draft Terms of Reference

Adopted: 10 June 2021

Last Review

Next Review

1. Objective / Purpose

Working with the Clerk of the Council and in line with the Council's Standing Orders:

1. Makes recommendations to the Local Planning Authority on applications for planning permission which have been notified to the Council.
2. Makes representations in respect of appeals against the refusal of planning permission.
3. Makes representations at the Planning Board where applications are being considered.
4. Identifies and makes representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.
5. Monitors, reviews and where necessary makes recommendations to the Council for amendments to the planning consultation procedure.
6. Deals with any other planning related matter that the Full Council considers appropriate to be referred to the Planning Committee.

2. Members

1. Three members of the Council are appointed by election at the Annual General Meeting of the Council in May each year.
2. The Chair of the Committee is by election of the Council from among the elected members.
3. No representatives or members from outside organisations shall be on the Committee.
4. The Chair and Vice-Chair of the Council are ex-officio members of the Committee.
5. The quorum of the Committee is three members.

3. Accountability

1. The Committee is accountable to the Council.
2. The Committee reports on its activities to the Council as and when required.

4. Meetings

1. Meetings are held in public session subject to the mandatory public exclusion rules.
2. The Committee meets, as agreed by the Council, as often as required, usually every three weeks in order to make recommendations to Mendip District Council within the required timescale.
3. Additional meetings are called by the Chair of the Committee in consultation with the Clerk and / or Chair of the Council.
4. Meeting agendas are prepared by the Clerk.
5. Meeting dates and agendas are published on Notice Boards and this Council website three clear working days in advance.
6. Any member may attend the meetings and contribute to the debate but has no vote unless they have been co-opted to the meeting and may, at the discretion of the Chair of the Committee, be excluded at any time from the meeting if it would be inappropriate for them to remain.
7. Non-members may be invited to address the Committee on a particular issue.

5. Confidentiality

1. The Clerk, Chair and Vice Chair are included or copied on all email exchanges.
2. All third-party information remains confidential.
3. Meetings are minuted in accordance with current Data Protection regulations

6. Review

1. The Committee reviews its Terms of Reference and scope of work bi-annually and reports on any recommendations to the Full Council for approval.