



Planning Committee – Terms of Reference

Purpose

The Planning Committee is established under the Local Government Act 1972 and subsequent regulations to consider and respond on behalf of the Parish Council to planning applications and related consultations affecting the parish.

Membership

- The Committee shall consist of **7 Councillors** appointed annually by the Full Parish Council under powers granted by the Local Government Act 1972, Sections 101 and 102.
- Membership shall be drawn from the 15 Parish Councillors.
- The Chair of the Committee shall be elected by Committee members at the first meeting.

Quorum

- The quorum for meetings shall be **4 Councillors** (at least half the Committee membership), in line with Parish Council Standing Orders as prescribed by the Local Government Act 1972, Schedule 12, Paragraph 7.

Meetings

- Meetings shall be convened and conducted in accordance with the Local Government Act 1972 and the Parish Council's Standing Orders.
- Meetings shall be open to the public, except when confidential matters are discussed, as governed by the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972, Section 100.
- Agendas and minutes must comply with the Local Government (Transparency Requirements) (England) Regulations 2015.

Delegated Authority

The Committee is delegated authority by the Full Council under Section 101 of the Local Government Act 1972 to:

- Consider and submit observations on planning applications to the Local Planning Authority in accordance with the Town and Country Planning Act 1990.
- Respond to consultations on planning policies, tree preservation orders, enforcement, licensing, and highways matters.
- Represent the Council at planning appeals, inquiries, and site meetings as per the Town and Country Planning (Appeals) (Written Representations Procedure) (England) Regulations 2009.
- Advise the Full Council on strategic planning matters, including Neighbourhood Development Plans under the Localism Act 2011.

Reporting

- The Committee shall keep minutes of meetings and report decisions to the Full Council in accordance with the Local Government Act 1972 and the Council's Standing Orders.
- The Chair shall report to Full Council on Committee business on a monthly basis.

Review

- These Terms of Reference shall be reviewed annually by the Full Parish Council and amended in line with any legislative or procedural changes.

Adopted by Full Council: 24.06.2025

To be reviewed: May 2026