

# LANDEWEDNACK PARISH COUNCIL

## PLANNING COMMITTEE

### TERMS OF REFERENCE

#### MEMBERSHIP:

- All Councillors are members of this committee.
- Members of the Planning Committee shall attend relevant training courses to prepare them for their role.

#### QUORUM:

- A Quorum will be three members

#### MEETINGS:

- The Committee will meet as required but will conduct routine business about planning matters by email, personal discussions and site meetings as appropriate
- A record of all planning applications, the responses of the Parish Council and the decisions taken by the planning authority will be recorded in the minutes of the Parish Council
- The Clerk is responsible for submitting the responses to the Planning Authority.
- The Clerk will prepare the agenda for all meetings and will minute all formal meetings of the Planning Committee and the minutes will be submitted to the Parish Council at the next meeting for adoption

#### DELEGATED POWERS:

- The Committee has delegated powers to consider all planning applications and to prepare responses to them, to be submitted via The Clerk when there is no full meeting of Landewednack Parish Council within the timescale permitted by Cornwall Council for a response.

#### POWERS AND RESPONSIBILITIES:

- To consider all planning applications
- To study relevant plans, visit sites where relevant and consider any comments from members of the parish before coming to a decision
- To consider representations for and against applications to assist with a fair determination of applications where this is considered appropriate
- To ensure that all relevant parties are given an adequate hearing if they request this in accordance with the Council's standing orders
- To respond on behalf of the Parish Council when a time sensitive response is required (see delegated powers, above).
- To respond to all consultations regarding planning issues or issues that will have an impact on planning. The Committee is authorised to make written representations to, or to elect a member to attend hearings of Area Planning Committees
- When an application is subject to appeal the Committee is authorised to make written representation and/or to elect a member to attend the hearing