

LANDEWEDNACK PARISH COUNCIL

PLANNING COMMITTEE TERMS OF REFERENCE

MEMBERSHIP:

- Up to four Councillors with a minimum of three.
- Chairmanship and membership of the Committee will be decided at the Annual Meeting
- 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 will prepare the agenda for all meetings and will minute all meetings of the Planning Committee and the minutes will be submitted to the Parish Council at the next meeting for adoption
- The Clerk is responsible for submitting the responses to the Planning Authority with input from the Planning Committee.

DELEGATED POWERS:

- The Committee has delegated powers to consider all planning applications and to prepare responses to them for recommendation to the Parish Council

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 recommend to the Parish Council how it should respond to each planning application
- To ensure that any Parish Council objections or recommendations are based on material planning considerations by reference to the NPPF and the Cornwall Local Plan
- To consider if Planning Conditions or Section 106 Planning Obligations should be applied or are required before approval is given
- To prepare responses to planning enquiries from members of the public for the Parish Council
- To respond on behalf of the Parish Council when a time sensitive response is required
- 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
- To consider whether a Neighbourhood Development Plan should be developed and to make recommendations to the Parish Council. The Planning Committee will be responsible for producing the NDP through the relevant processes for formal adoption. Following adoption the committee will maintain the NDP
- To bring to the Parish Council's attention planning applications that may give rise to easement or access issues that affect Parish Council land and to assist the Asset Management Committee to deal with them