



# Medstead Parish Council Planning Committee Terms of Reference

## Objective

To comment on planning applications and respond to the Planning Authority on behalf of the Parish Council.

## Definition

The Planning Committee is defined as a Standing Committee pursuant to paragraph 4.d of Standing Orders.

## Membership

The Committee shall comprise a minimum of five members of the Parish Council, elected each year at the Annual Meeting. In addition, one “reserve” could be appointed who will have full Committee rights when attending as a member.

The Committee will elect a chairman from amongst its members.

The Chairman, if present will preside over meetings. If the Chairman is not present, the Committee shall elect from its members a councillor to act as Chair. The Chairman of the Parish Council, if present, will chair the Committee in the absence of the Committee Chairman (see Standing Order 3(j)).

Quorum for all meetings shall be three Councillors.

## Attendance

Rules of attendance are as defined in Standing Orders, Section 3.

## Meetings

Formal meetings shall be called as required, giving a minimum of 3 clear days’ notice, as defined within Section 3 of Standing Orders.

The Chairman of the Parish Council shall be notified of all meetings and agenda items and may attend should they so wish.

All meetings shall be conducted according to the requirements of Standing Orders. Committee members are responsible for familiarising themselves with details of the agenda items to be discussed.

Additional Agenda items maybe included at the Chairman’s discretion; however any member may request a postponement to allow further investigation.

All meetings will commence with an “Open Session” (Standing Orders, Section 3e).

## Powers

The Committee is empowered to:

- Discuss and respond to planning applications without the ratification of Full Council
- Nominate a member of the Committee ordinarily the Chairman, to speak at the District Council's Planning Committee on behalf of the Parish Council
- Nominate a member of the Committee ordinarily the Chairman, to represent the Parish Council at an Appeal Hearing and/or Inquiry.

## **Minutes**

Minutes of all formal meetings will be taken by the Parish Clerk according to the requirements of Standing Order 12, and circulated to all Council members.

## **Reporting**

A summary report shall be made by the Chairman at each full Council meeting.

When making a response to the Planning Authority, the Clerk will report verbatim from the Minutes relating to that item.