**COLEBROOKE PARISH COUNCIL**

**Planning Committee Terms of Reference**

**MEMBERSHIP:**

* Four Councillors including the Chairman and Vice Chairman
* Chairmanship and membership of the Committee will be decided at the Annual Council Meeting

**QUORUM:**

* A Quorum will be three members to include the Chairman or Vice Chairman

**MEETINGS:**

* The Committee will meet if required between Council meetings
* 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 minute all meetings of the Planning Committee and the minutes will be submitted to the Parish Council at the next full Council meeting for adoption
* The Clerk is responsible for submitting the responses to the Planning Authority

**DELEGATED POWERS:**

* The Committee has delegated powers to consider any planning applications submitted to the Committee and to respond on behalf of the Parish Council

**POWERS AND RESPONSIBILITIES:**

* To consider relevant planning applications
* To study plans, visit sites and consider any comments from members of the parish before coming to a decision
* To ensure that all relevant parties are given an adequate hearing if they request this in accordance with the Council’s standing orders
* To ensure that any objections or recommendations are based solely on planning criteria
* To consider environmental aspects when considering planning applications
* 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 representation or to elect a member to attend any hearing.
* When an application is subject to appeal the Committee is authorised to make written representation or to elect a member to attend the hearing
* To attend planning training sessions as offered by the planning authority and to read all relevant documentation to ensure that the Committee is aware of current legislation and regulations

**Adopted by Council, January 2021**