



**WHALLEY
PARISH COUNCIL**

Planning Committee

Terms of Reference

PLANNING COMMITTEE TERMS OF REFERENCE

OBJECTIVE

The Planning Committee is constituted to consider and respond on behalf of the Council to all applications for planning permission and planning appeals referred to the Council by the Planning Authorities.

MEMBERSHIP

Membership shall consist of all members of the Parish Council to serve on the committee. The quorum of the Planning Committee shall be 3 members. A Chairperson and if appropriate a Vice-Chair will be elected to serve for the annual term.

MEETINGS

The Committee will meet monthly, or as required, and may conduct business about routine planning matters by email.

Planning applications shall be circulated to the Planning Committee as soon as possible after receipt by the Clerk from Ribble Valley Borough Council. The applications will be circulated to the Committee by email.

A monthly agenda will be prepared for planning items to be discussed and noted.

A record of all planning applications, the responses of the committee, and of the Parish Council 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 their next meeting.

DELEGATED POWERS

The Committee has delegated powers to consider all planning applications and to respond to them for the Parish Council.

- To make representations in respect of appeals against the refusal of planning permission
- To deal with any other planning related matter that a meeting of the full Council considers appropriate to be referred to the Planning Committee
- The Clerk is responsible for submitting the responses to the Planning Authority
- All correspondence should be conducted through the Parish Clerk.

All powers shall be exercised in accordance with any Standing Orders, or directions given, by the Parish Council.

POWERS AND RESPONSIBILITIES

- To consider all planning applications
- To study relevant plans, visit relevant sites and consider any comments from members of the parish before coming to a decision
- To consider whether to canvass opinion for and against applications to assist with a fair determination of applications
- 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 objections or recommendations are based solely on planning criteria
- To consider environmental aspects when considering planning applications
- To monitor the general environment of the parish and report to the planning authorities any potential planning breaches
- 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 the hearing
- To consider whether a Neighbourhood plan should be developed and to make recommendation to the Parish Council
- 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
- To note and observe the decisions taken by the planning authority

REVIEW

The election of committees and their terms of reference are to be reviewed annually at the Annual Parish Council meeting.