

**TERMS OF REFERENCE**

**PLANNING COMMITTEE**

1. These Terms of Reference are to be read in conjunction with the Parish Council's Standing Orders and nothing in these Terms of Reference shall override Standing Orders.
2. The Planning Committee shall comprise the Chairman of the Committee, and all other Councillors.
3. The Committee shall have a quorum of three Committee members.

**4. Delegated Powers**

The Parish Council has delegated the following powers to the Committee recognising that the Committee should focus on practice rather than policy, and that major or contentious applications should be referred to full council.

4.1 the Committee shall decide how to respond to planning applications on behalf of the Council, taking due account of the Village Design Statement, the draft neighbourhood plan, and any other material considerations advised by the SDNPA. The outcome choices are:

*Ordinary Applications* – the Committee can decide, on behalf of the Parish Council, either not to object to an application or to recommend the application be refused. The Committee may offer any other comments it sees fit

*Major and/or Contentious Applications* - the Committee can decide to refer the application to full council if deemed appropriate. Similarly, prior to the issue of the agenda, the Chairman may decide not to include a particular application but to have it referred to full council

4.2 to provide a review and oversight role for the Rights of Way and other assets listed below, and to bring to the attention of the Parish Council any issues of maintenance or improvements which may be identified

**5. Responsibilities**

- 5.1 to keep a record of all planning applications received.
- 5.2 to keep record of all recommendations for each application.
- 5.3 to advise SDNPA of each recommendation within the agreed time limit and in the prescribed format.
- 5.4 to record details of final outcomes of each application.

5.5 to report each month the recommendations and final outcomes to the Parish Council.

5.6 to ensure that the Public are made aware of all local planning applications

5.7 to understand that in reviewing an application a Parish Councillor has no authority to enter a property uninvited.

Approved: 7<sup>th</sup> November 2024

Review: November 2025