

**Fradley and Streethay Parish Council**  
**Planning Committee Terms of Reference**

The Planning Committee will consist of 3 Councillors who shall be elected each year at the Annual Parish Council Meeting, or at any other Full Council Meeting as deemed appropriate. The quorum of the Planning Committee will be 2 Councillors.

The Planning Committee has full delegated powers to meet as required but will conduct business about routine planning matters by email copying in the Clerk.

A record of all planning applications and the responses of the Parish Council's Planning Committee will be recorded and ratified in the minutes of the next available Full Parish Council Meeting.

The Clerk or the Clerk's Assistant will minute all meetings of the Planning Committee and the minutes will be submitted to the Full Parish Council at their next available meeting for ratification.

The Clerk is responsible for taking the necessary action to implement approved decisions of the Planning Committee.

The Planning Committee will have full Delegated Powers and Responsibilities for the following:

- Delegated powers to consider any planning application and to respond to them through the Clerk on behalf of the Parish Council between Full Parish Council Meetings
- To consider any planning application that is deemed appropriate.
- 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, if the timings permit
- 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 Full Council how it should respond to a planning application if it is not time sensitive
- To ensure that any objections or recommendations are based solely on planning criteria
- To consider environmental aspects when considering planning applications
- To consider the current Neighbourhood Plan 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 Planning Committee is authorised to make written representation or to elect a member to attend the hearing
- When an application is subject to an appeal the Planning 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 Planning Committee is aware of current legislation and regulations.
- The Planning Committee can set up time-limited working groups as they may deem fit, to deal with specific tasks.

Any Meetings of the Planning Committee will be open to members of the public to attend and will be advertised in line with the Parish Council's Standing Orders.

Reviewed: 10.09.2019

Next Review: April/May 2020