



FOWLMERE PARISH COUNCIL

PLANNING COMMITTEE

TERMS OF REFERENCE

Membership

1. Membership of the Planning Committee shall not be limited and can be all members of the Parish Council.
2. Any members of the Parish Council who are not members of the Planning Committee can be used as substitute members if quorum requires it. The calling of substitutes is a matter for the Clerk.
3. Membership of the Committee shall be confirmed at The Annual Parish Council Meeting (each May).
4. The Committee shall appoint a Committee Chair and Vice-Chair by election from members of the Committee at the first meeting after The Annual Parish Council Meeting (each May).
5. Members must comply with all aspects of the Council's Code of Conduct and Standing Orders.

Quorum

6. The quorum necessary for the transaction of business shall be three (3).

Frequency of Meetings

7. Due to the 21 day turn-around required by Westminster and the Planning Authority, a Parish Council Planning Committee meetings will be scheduled for one (1) per calendar month.
8. A meeting schedule for the year ahead will be made by the Clerk and Chair of Planning Committee each autumn which will be published on the Parish Council Website.
9. Planning Committee meetings may be cancelled if there are no applications to consider.

Public Participation

10. The Committee may adjourn to allow comments from attending members of the public for any given application under consideration. The number of representations to be received will be determined at the Chairman's discretion. Any individual invited to speak will be allowed to address the committee for a maximum to 3 minutes to present points that they would like the committee to consider. The Chairman will endeavour to ensure that, where members of the public wish to present views for and against aspects of an application, both views are given the opportunity for presentation to the Committee.
11. The Planning Committee has an obligation to ensure that any comments received, prior to the meeting, from any relevant parties, applicants and objectors, for planning applications are considered at the meeting. Comments must be received by the Clerk at least 48hrs prior to the meeting to allow for circulation to councillors.
12. In accordance with the Council's Standing Orders and the Public Bodies (Admission to Meetings) Act 1960 S1(2), members of the public may be excluded from the meeting if confidential business is to be transacted. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

Delegated Powers

13. To receive, consider and respond on behalf of the Parish Council to planning applications and consultations from the Local Planning Authority.
14. To consider all matters relating to listed buildings consent, buildings of special interest, historic buildings and buildings in the conservation area, tree preservation orders, street naming and house numbering.
15. To make representations on behalf of the Parish Council in respect of planning applications and appeals against the refusal of planning applications.

16. To make timely financial decisions with regard to obtaining external expert advice and support on planning matters, in line with the authority levels specified by the Financial Regulations, if within the amounts allocated in the approved annual budget.
17. To identify, comment upon, and refer to the relevant authorities any matters considered to be in breach of planning permission.
18. To consider and in the committee's discretion respond to all relevant consultation documents relating to planning and associated matters.
19. To provide support to any Neighbourhood Plan Steering Group, and ensure that regular progress reports are made to the Parish Council.

Responsibilities of the Clerk

20. Publishing of agendas and minutes of all meetings.
21. In the Clerk's absence (for annual leave etc.) the responsibilities of the Clerk shall pass to the Chairman or Vice-Chairman of the Committee.

Responses and Representation at Planning Authority Meetings

22. The Parish Clerk will communicate to the Local Planning Authority the Committee's recommendations in respect of applications considered.
23. Where a planning application is subject to formal consideration at the Planning Authority's Committee Meeting, the Parish Council agrees that an oral representation may be made on behalf of Fowlmere Parish Council (subject to availability) in the following order:
 - 1.) The Chairman of the Planning Committee
 - 2.) The Vice Chair of the Planning Committee
 - 3.) The Chair of Full Council
 - 4.) The Vice Chair of Full Council
 - 5.) Any Councillor who has the availability to be fully briefed by both the Clerk and the Chair of the Planning Committee as to the Parish Council's formal position.
24. Where a planning application is subject to a formal appeal, the Parish Council agrees that an oral representation shall be made on behalf of Fowlmere Parish Council (subject to availability) in the following order:
 - 1.) The Chairman of the Planning Committee
 - 2.) The Vice Chair of the Planning Committee
 - 3.) The Chair of Full Council
 - 4.) The Vice Chair of Full Council
 - 5.) Any Councillor who has the availability to be fully briefed by both the Clerk and the Chair of the Planning Committee as to the Parish Council's formal position.
25. The Committee notes the reduced notice periods for planning meetings and appeals to higher authorities and that it may not always be possible for a representative of the parish council to attend. This does not imply that every effort has not been made.
26. All correspondence with the Local Planning Authority and its officers, applicants, objectors, or other interested parties, should be conducted through the Parish Clerk.

Review of Terms of Reference

27. The terms of reference are set by the Full Council and shall be reviewed at least once per year at the Annual Parish Meeting (each May) but may be reviewed more frequently if necessary.



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ADOPTION AND REVIEW PAGE

This Planning Committee Terms of Reference Policy was first adopted by Fowlmere Parish Council on 10th September 2019.

Review Date	Reviewed by	Review accepted by Full Council
10th September 2019	Full Council	10th September 2019
28th July 2020	Planning Committee	8th September 2020
27th May 2021	Planning Committee	15th June 2021
11th October 2022	Full Council	11th October 2022
6th June 2023	Planning Committee	25th July 2023
5th June 2025	Planning Committee	15th July 2025
19th May 2026	Full Council	19th May 2026
next review May 2027		