

Haslington Parish Council

Terms of Reference for a Planning Committee

Definitions

In this document the following terms have the meanings assigned to them below:-

Chairman	The Chairman of the Committee
Committee	The Planning Committee of the Council
Committee Member	Any person participating in the Panel's work under the arrangements set out in the Section headed 'Membership and Quorum'
Member	An elected or co-opted member of the Haslington Parish Council

1. General

- a. These Terms of Reference define the Council's specific responsibilities delegated to the Planning Committee. The conduct of all aspects of the Committee's work shall be treated as confidential and be governed by the Council's Standing Orders.
- b. Specific delegated responsibility decisions of the Committee shall be binding on the Council.
- c. The Committee has no power to authorise expenditure on behalf of the Council. Any expenditure required by the committee as a result of their work will need to be approved by full Council.
- d. Members of the public have rights to attend meetings of the Committee.
- e. All meetings of the committee to be advertised to the public in the usual ways and by giving the required notice.
- f. The committee shall meet on the 2nd Wednesday of the month as and when required based on received applications and deadlines for comments as set by the Local Planning Authority. The agenda shall be circulated by e-mail to all Committee members in accordance with the Council's Standing Order of three days' clear notice. Additional meetings can be called as and when required.
- g. These Terms of Reference are in accordance with the Council's Standing Orders.

2. Duties & Scope of Delegated Responsibilities

- a) The Committee is constituted to represent Haslington Parish Council in planning matters referred to Haslington Parish Council by Planning Authorities.
- b) The Committee holds delegated authority from Haslington Parish Council as defined (under item 4) of the Council's Standing Orders.
- c) The Committee is not the Local Planning Authority and as such does not have the power to refuse or allow planning applications.
- d) The Committee on behalf of Haslington Parish Council is a statutory consultee in the planning process.
- e) Planning applications received from the local planning authority will be circulated by the clerk to members of the committee by email.
- f) The Clerk acts as secretary to the Committee and is responsible for the maintenance of any documents and records necessary for the effective fulfilment of the Committee's duties.

- g) The Committee may in exceptional circumstances and if necessary for timing reasons, agree its response to planning applications by email, subject to the normal quorum.
- h) All responses made by the committee as in section 2g will be ratified and noted in the minutes at the next meeting of the committee.
- i) If it is considered that an application or other planning matter is of great importance to the Parish, the Committee may refer it to the next Full Council Meeting of Haslington Parish Council in order that the Parish Council's response can be debated and agreed by all Parish Councillors.
- j) The Clerk will submit the Committee's recommendations to the Planning Authority or other relevant body and will ensure that communications arrive within the timescale required by the Planning Authority.
- k) Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member or members of the Committee to attend the hearing or inquiry to present the Council's views to the Planning Inspector.
- l) The Committee may nominate a representative from the Committee to attend the Local Planning Authority's Planning Committee and/or Strategic Planning Board to represent the Parish Council's views in respect of planning applications and other planning matters.
- m) These Terms of Reference for the Committee shall be reviewed annually at the Annual Meeting of Haslington Parish Council

3. Membership and Quorum

- a. The Committee shall consist of 5 Members all of whom shall be elected from Members of the Council.
- b. The Committee shall appoint one of the members to be the Committee's chairman as the committee's first item of business once it meets following the formation of the committee at the annual meeting of the Council.
- c. The quorum shall consist of 3 Committee Members.
- d. The Chair and Vice chair of the Council are ex-officio members of all committees which entitles them to attend meetings and participate in the work of the committee.
- e. All members are required to attend planning training every 2 years or before if training content has been changed or updated.

These revised terms of reference were adopted by full council on the meeting held on 2nd October 2023.