

BENTWORTH PARISH COUNCIL

Planning committee

TERMS OF REFERENCE

The planning committee shall be a standing committee

Membership

The Group consists of:

5 councillors, 3 appointed by the Parish Council at the Annual Parish Council meeting; the Chair and Vice-chair of the Parish Council, unless they indicate otherwise at the Annual Parish Council meeting;

Appointment of committee

The Parish Council shall at the Annual Parish Council Meeting each year, determine the membership of the committee until the next Annual Parish Council Meeting.

The Planning Committee shall appoint a chair person at the first committee meeting following the Annual Parish meeting

Meeting place

The committee shall meet in a suitable public place as indicated in standing orders for full PC meetings.

Frequency of Meetings

The committee shall meet when required to do so to comply with the Council's standing orders giving 3 working days notice of meetings

and EHDC's deadlines for submissions of comments by the Parish Council.

Record of Meetings

The Planning Committee will record the outcome a meeting on the Parish proforma and inform the clerk.

The clerk will forward the recommendations of the Planning Committee to the Planning Department at EHDC

Attendance

Meetings shall be open to the public and at least 3 people from the PC shall attend all meetings.

Quorum

A quorum at each meeting shall be 3 members.

Report of recommendations to the PC

The chair of the planning committee shall report the committee's recommendations to the next full meeting of the Parish council.

Functions of the Planning Committee

- On receipt of notification of a planning application, the clerk shall forward it to the chair of the planning committee, or such member as has been agreed by the committee
- The chair person or other councillor shall arrange a meeting of the planning committee so as to meet the deadlines set by EHDC.

- The agenda shall be published at least 3 clear working days before the meeting.
- The chair shall inform the clerk of the committees recommendations; and the clerk shall forward those recommendations to EHDC planning dept
- To consider the application of tree preservation orders in the parish and make appropriate recommendations within the statutory time limits
- If a site visit is considered necessary, the Planning Committee will ensure that at least 2 parish councillors who are members of the planning committee visit the site, by appointment where appropriate; so that they are fully informed about the location, the proposal and the impact it may have on that site or on neighbouring properties.
- That a Cllr who is a member of the Planning Committee will, if necessary, have authority to attend a meeting of the district council's planning committee to speak on behalf of the parish council where appropriate.
- The planning Committee may apply to EHDC for an extension on the time limit in exceptional circumstances.

A mileage allowance for attending such meetings will be received and accepted by council.