



## Terms of Reference for Planning Committee

(Membership of committees to be agreed at each annual meeting of the Parish Council)

1) **COMMITTEE:** Planning

2) **POWER TO DECIDE:** Yes

3) **POWER TO ACT:** Yes

4) **POWER TO SPEND:** No

- All payments to be approved at full council meetings

5) **MEMBERS:** minimum of 5 maximum of 7

6) **QUORUM:** 3

7) **UNDERTAKINGS:**

- a. The Committee has delegated powers to consider planning applications pertaining to Kilsby for 2 or less residential dwellings and to respond to Daventry District Council on behalf of Kilsby Parish Council
- b. The committee shall review all National and Regional policy and planning consultation documents and make recommendations to the Full Council as to the response of Kilsby Parish Council
- c. All applications for 3 or more residential dwellings shall be referred to the full council, though the Planning Committee may consider these first and make a recommendation there-on
- d. The Planning Committee may canvas opinions for and against applications to assist with fair determination of applications. The Committee has an obligation to ensure that relevant parties are given an adequate hearing— applicants, as well as objectors, will have the opportunity to speak at meetings.
- e. At the discretion of the Clerk any controversial applications shall be referred to the full Parish Council
- f. A time sensitive response may be made by the Clerk once they have consulted the Chair and Vice Chair of the committee as a minimum
- g. Any two Councillors may request an application be deferred for a meeting of the Full Parish Council.
- h. Where an on-site viewing is arranged, it will be subject to the prior approval of the Chairman or Vice-Chairman. A Committee member will then present findings to the Committee
- i. Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing
- j. All correspondence shall be conducted through the Clerk of the Parish Council
- k. Minutes of all meetings are to be kept by the Clerk and forwarded by e-mail to all members of the Parish Council
- l. The Committee will meet as the workload requires, with a minimum of 3 days clear notice given
- m. The Clerk will endeavour to ensure that all members are kept up to date with all planning matters, through external or internal training sessions, briefing notes and circulation of relevant information.