

# LITTLE ABINGTON PARISH COUNCIL

## Terms of Reference Planning Committee

### a. Membership

- a. The Planning Committee is a committee of Little Abington Parish Council. Procedures and practices will be in line with Parish Council's standing orders and other policies
- b. All members of the Parish Council are members of the Planning Committee.
- c. The Parish Council may agree to appoint non-Parish Councillors as members of the committee in an advisory capacity. They will not have voting rights
- d. The chair of the committee will be appointed at each Annual Meeting of the Parish Council.

### b. Meetings

- a. All meetings will be advertised
- b. All meetings will be held in public
- c. Meetings and agendas will be published on the Parish Council notice board and the Parish Council website at least three working days before the meeting.
- d. The quorum necessary for the transaction of any business shall be 3 Parish Councillors. If the number of Parish Councillors present (not including those debarred by reason of a declared interest) is less than three then the meeting shall be adjourned and business either transacted at the next full meeting of the Parish Council or another Planning Committee meeting will be convened.
- e. In the absence of the Planning Committee chair the Chairman of the Parish Council will chair meetings. Alternatively a chair will be elected for that meeting.
- f. The Clerk is not necessarily required to attend Planning Committee meetings unless it is specifically requested.

### 3. Frequency of meeting

- a. Whenever possible planning applications will be discussed at full meetings of the Parish Council. If the planning authority's timetable does not permit this a meeting of the Parish Council Planning Committee will be convened.

### 4. Minutes of meetings

- a. Every meeting of the Committee will be minuted and the minutes formally agreed by the next meeting of the Parish Council or the Planning Committee whichever occurs first.
- b. The draft minutes shall be published on the Abingtons website and on the Little Abington Parish Council notice board.
- c. The final, signed minutes will be published on the Abingtons website. A paper copy will be kept in the Parish Councils file in the Abington Institute.

### 5. Role of the Planning Committee

The Planning Committee has delegated authority to:

- a. make representations to the appropriate planning authority on applications for planning permission
- b. make representations to the appropriate authority on applications for tree orders
- c. make representations in respect of appeals against the refusal of planning applications
- d. identify and make representations to the relevant authority in respect of enforcement action or any other matters considered to be breaches of planning regulations

- e. consider and make representations to the appropriate authorities on any planning related matter or document that may affect the Parish from a planning perspective e.g. the Local Development Plan
- f. review possible and planned future developments and advise the relevant authorities
- g. monitor conditions imposed on approved planning applications for compliance, reporting deviations to the relevant authority.

### **7. Delegation of powers**

- a. the Committee may prepare and submit a representation on behalf of the Parish Council without referring to the Parish Council, provided a report is made in writing to the next meeting of the Parish Council
- b. should the need arise emergency financial delegation practice will be in line with existing LAPC regulations.

### **8. Precedence**

The Parish Council's adopted Standing Orders, Financial Regulations and Code of Conduct retain precedence over these Terms of Reference.

Agreed June 2017, reviewed May 2018

Next Review June 2019

**Chairman**

**Date**

