

# Datchworth Parish Council

## Planning Committee

### Terms of Reference

#### Objective

The Planning committee is constituted to consider and respond on behalf of the Council to all planning applications, planning appeals and other planning consultations referred to the Council by Planning Authorities.

#### Membership

Membership shall consist of three members of the Council who shall be elected to serve on the Planning Committee at the Annual Parish Council Meeting. A quorum of the committee shall comprise two members.

#### Areas of Responsibility

The Planning Committee shall have delegated authority from Full Council:

- To make representations to the Planning Authority on all planning applications;
- To make representations in respect of planning appeals;
- To make representations with any other related planning matter.

All powers shall be exercised in accordance with Standing Orders or directions given by the Parish Council.

In undertaking its area of responsibility, the Planning Committee members may canvas opinion for/against any planning scheme and consult with other relevant bodies to assist with its consultation response to the Planning Authority.

#### Meetings

The Clerk shall circulate planning items to **all members of the Council** as soon as possible after receipt from the Planning Authority. The planning committee will then **normally** consider each scheme by email discussion. The Chairman of the Planning Committee, **after consultation with other members of the Planning Committee**, may call Planning Committee meetings as and when necessary, particularly where there is or likely to be, significant public interest or where the matter is or may be, of a sensitive or potentially controversial nature. Where such a meeting has been called it will be open to the public.

If any two Councillors consider an application to be of key significance to the Parish, they may require the planning item to be referred direct to Full Council for

consideration. This may require an extension of consultation time period with the agreement of the Planning Authority, so as to accommodate Parish Council meeting dates.

All planning consultation responses shall be reported regularly to Full Council for information.

## **Responses**

The Clerk shall communicate the consultation responses to the Planning Authority as soon as possible after consideration, and within the agreed timescales of that Authority.

In the case of a planning public inquiry or hearing, the committee shall make representations on behalf of the Parish Council or elect a member of the Committee to attend in person to present the Council case.

## **Review**

These Terms of Reference shall be reviewed annually at the Annual Parish Council meeting.

Draft dated 11<sup>th</sup> July, 2023  
DG