

# **HELMDON PARISH COUNCIL**



## **PLANNING COMMITTEE TERMS OF REFERENCE**

**November 2015**

Adopted on \_\_\_\_\_ (date)

Signed \_\_\_\_\_ (Chairman)

Date	Details of any revision

Schedule of review: November 2016

# Authority

The Planning Committee is appointed by and is solely responsible to Helmdon Parish Council.

The Committee duties are defined and agreed by the Main Council who may vote, at any time, to modify the Committee's powers. The committee will schedule meetings as necessary to meet the deadlines set by the Planning Authority.

# Membership

All members of the Committee will be members of the Parish Council. The Committee will consist of no fewer than four elected Councillors - quorum at the Committees meetings will consist of no fewer than three elected members.

At its first meeting it will elect a Chairman to preside at its future meetings and will also elect a Vice Chairman if it wishes – to be re-elected each year after the Annual Parish Council meeting.

# Record of Proceedings

Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors. The minutes will be published at [www.helmdon.com](http://www.helmdon.com) and will also be available by request from the Parish Clerk. The Parish Clerk will be responsible for arranging the recording and distribution of the minutes.

# Responsibilities

The committee has full delegated powers to make a Council decision regarding representations to the appropriate authorities regarding all planning applications in the Parish, unless on vote the planning committee decides that the application should be passed to full Council due to its size, controversial nature or effect on the Parish.

The Planning Committee will have the following specific duties:

- a. To consider and respond to all planning applications referred to Helmdon Parish by the Planning Authority, including calling in applications to elected members where appropriate.
- b. All other planning matters concerning Helmdon Parish, including liaison with potential developers or any agency proposing change to the built environment.
- c. All matters concerning the highways and other means of access in and adjacent to Helmdon Parish, or likely to have any impact on Helmdon Parish.
- d. Helmdon Parish environmental matters.

Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.