



Lostock Gralam Parish Council

Planning Committee Terms of Reference

Objective

To comment and respond to Cheshire West and Chester Council Planning Authority on any planning application that cannot be dealt with before the consultation expiry date by the full council.

Definition

The Planning Committee is defined as a Standing Committee pursuant to Standing Orders Section 4.

Membership

The Committee shall comprise of at least five members, elected each year at the Annual Meeting of the Council.

The council shall, after it has appointed the members of the standing committee, appoint the chairman.

The elected Committee Chairman will preside over meetings. If the Chairman is not present, the Committee shall elect from its members a Councillor to act as Chair. The Chairman of the Parish Council, if present, will chair the Committee in the absence of the Committee Chairman.

Quorum for all meetings shall be one half of its members, but no less than three, as per Standing Order 4 (d)(viii).

Attendance

Apologies are to be sent to the Clerk in advance of the meeting. If absent for six consecutive months, cessation from the Committee will be automatic unless there is statutory excuse eg. long term sickness.

Meetings

Meetings shall be held as and when required.

Three clear days' notice of the meeting should be given, this does not include the day on which the notice was issued or the day of the meeting.

The Committee may in exceptional circumstances and if necessary for timing reasons, agree its response to planning applications by email, subject to the normal quorum and public notification.

The Chairman of the Committee or the Parish Council may summon an additional meeting at any time. An additional meeting may also be summoned by two members of the Committee by requesting such a meeting in writing to the Clerk.

The Chairman of the Parish Council shall be notified of all meetings and agenda items and may

attend, if they are not a member of the Committee, should they so wish.

All meetings shall be conducted according to the requirements of Standing Orders.

Committee members are responsible for familiarising themselves with details of the agenda items to be discussed.

Additional agenda items will not be permitted with the exception of late and time defined planning applications. However, any member may request a postponement to allow further investigation.

Powers

The Committee is empowered to discuss and respond to planning applications without the ratification of Full Council only when the deadline of the Planning Application will be reached prior to the next proposed Full Council meeting.

Should a Planning Application be received that is deemed to be potentially contentious, the Clerk will notify all members of the Parish Council and invite them to attend the Planning Committee meeting or submit any comments they wish to make prior to the relevant Planning Committee meeting.

Minutes

Minutes of all formal meetings will be taken by the Clerk and circulated to all Council members. When making a response to the Local Authority, the Clerk will report verbatim from the Minutes relating to that item.

Reporting

A summary report shall be made by the Chairman, or representative of, the Committee at each full Council meeting where necessary.