

Great Chart with Singleton Parish Council

Founded in December 1894

Planning Committee

Terms of Reference

1. Introduction

The Planning Committee is a committee of Great Chart with Singleton Parish Council, responsible for reviewing and commenting on planning applications in the parish area.

2. Purpose of committee

To consider and make recommendations as authorised on the following:

- All planning applications referred to Great Chart with Singleton Parish Council by the Planning Authority for the parish area.
- All other planning matters concerning Great Chart with Singleton Parish Council, including liaison with external organisations, developers, residents or any agency proposing change to the built environment.

2. Membership

At the annual meeting of the Parish Council at least three councillors will be appointed. Members shall consist of the Parish Council Chair or Vice-Chair and at least two members of the full council. Non-council members are welcome to attend the meetings but will not be able to vote. Members of the committee shall be reviewed at the Annual Parish Council meeting in May.

3. Quorum

To enable the meeting to proceed and recommendations to be agreed at least three councillors must be present. A quorum shall comprise not less than three councillors and all apologies for absence shall be recorded.

4. Meetings

Meetings will be conducted under the full Great Chart with Singleton Parish Council Standing Orders. Members of the public will be welcome to present their views on the planning applications. The committee shall, if deemed necessary, nominate individual councillors or non-councillors to review a specific aspect of the planning application.

The committee shall normally meet monthly, or when required to meet deadlines. The meeting dates will be published on the website and all councillors will be invited.

5. Attendance

The group may invite such other persons to attend its meetings as it deems necessary.

6. Public Participation

Meetings will be open to the public.

7. Administration

The Deputy Clerk or Clerk will provide administrative support for the committee.

8. Agenda

The Deputy Clerk or Clerk will prepare the agenda for each meeting, which shall normally include a list of planning applications to be reviewed.

9. Minutes

Written minutes will be taken to record the committee decisions and will be approved at the next planning committee meeting.

The Deputy Clerk or Clerk will be responsible for arranging meetings and for the recording and distribution of minutes to all councillors and interested parties. The minutes will be available on the Parish Council's website once approved.

10. Comments

Planning application comments will be submitted to the local authority following resolution at the relevant committee meeting, and a report noting the comments will be presented to the next Parish Council meeting.

11. The local authority

The Deputy Clerk or Clerk is responsible for submitting the response on behalf of Great Chart with Singleton Parish Council before the due date. If appropriate the Deputy Clerk or Clerk may request an extension from the planning officer to meet the meeting timetable.