

GREAT BUDWORTH PARISH COUNCIL

Planning Committee

TERMS OF REFERENCE

1. PURPOSE

The Planning Committee is constituted to consider and respond to the Local Planning Authority (Cheshire West and Chester) for all planning applications that relate to the Parish areas and has delegated powers for decisions to be made on behalf of the full council.

2. MEMBERSHIP

Membership shall comprise of all eight elected Parish Councillors. The Committee may invite the Parish Council's advisors or other third parties to attend meetings as appropriate (such persons shall not have a vote but shall be entitled to speak at the meeting).

3. AREAS OF RESPONSIBILITY

- a) To make representation to the Local Planning Authority on applications for planning permission which have been notified to the Council;
- b) To work with the Local Authority Councillors to request meetings so that the Parish Council may make representation to the Local Planning Authority on applications where there are particular concerns;
- c) To monitor, review and where necessary make recommendations to the Local Planning Authority for amendments to planning consultation procedures;
- d) To be aware of the Local Plan and how it relates to the Parish and to keep abreast of changes in planning policy; and,
- e) To deal with any other planning related matter that a meeting of the Full Council considers appropriate to be referred to the Planning Committee.

4. PLANNING APPLICATIONS/ ADMINISTRATION

Details of planning applications and the Local Authority Reference Number shall be circulated to all Planning Committee members at least 5 days before the date of the planned meeting. Planning applications can be viewed on the Planning Portal for Cheshire West and Chester Council. The Chairman of the Planning Committee will be provided with 'hard copies' of the plans for perusal prior to the Planning Committee meeting.

5. MEETINGS

The calendar of meetings and the Chairman for the coming year for the Planning Committee will be confirmed at the Annual Council Meeting. The Parish Clerk/ Responsible Financial Officer or the Chairman of the Planning Committee may call additional Planning Committee meetings as and when necessary to ensure that all planning applications can be considered and responded to within the timescale. Planning Meetings will be open to members of the public and press via the Parish Council Notice Board and through the greatbudworth.com Parish Council web page. The quorum for meetings of the Planning Committee will be 3 members. The Planning Committee has an obligation to ensure that any comments received prior to the meeting from relevant parties, applicants or objectors are considered at the

meeting. Minutes of all meetings will be recorded by the Parish Clerk/ Responsible Financial Officer or by a member nominated at the meeting and will be circulated to all Parish Council Members and be displayed within 1 month of the meeting on the greatbudworth.com Parish Council web page. All planning applications, the responses and eventual results shall be noted in the minutes of the Full Council.

6. RESPONSES

The Parish Clerk/Responsible Financial Officer will communicate to the Local Planning Authority the Planning Committee's recommendations and comments in relation to planning applications considered. Where there are objections a member of the Planning Committee will be nominated to attend the Local Planning Authority Meeting to make a presentation on behalf of the Parish Council. All correspondence in relation to planning matters must be conducted through the Parish Clerk/Responsible Financial Officer.

7. REVIEW

The Terms of Reference for the Planning Committee will be reviewed annually at the Annual Parish Meeting