

## **Planning Committee Terms of Reference 2016 – 17**

- 1 **Objective:** To deal with planning applications, which are assessed by the Planning Committee and not dealt with by Full Council.
- 2 **Composition**
  - 2.1. *Membership:* The Committee will consist of:
    - Up to eight Councillors appointed by Council;
    - One reserve Councillor member and
    - The Office Manager.
  - 2.2. *Chairmanship:* The Committee will elect a Chair at its first meeting.
  - 2.3. *Quorum:* Shall be no less than 3 Councillors and the Office Manager
  - 2.4. *Meetings:* Will meet on a “need to meet” basis.
  - 2.5. *Rules & Regulations*
    - *The Councillors’ Code of Conduct* will apply to all members of the Committee.
    - *The conduct of meetings* (declaration of interests, debate, voting etc) will be governed by the Council’s Standing Orders
- 3 **Rights & Powers**
  - 3.1. The Committee will have delegated power to:
    - Convene meetings to meet its objective (1 above); and
    - Receive (in person or in writing) comments from the designated Councillor(s) and formulate submission(s) in respect of planning application(s) under consideration to the Planning Authority.
  - 3.2. *Site Visits:* Committee members are able to visit neighbouring properties to a planning application, if they feel it necessary.
- 4 **Responsibilities**
  - 4.1. The Committee is responsible for timely submission of its findings to the Planning Authority.