

## **Planning Committee Terms of Reference 2017 – 18**

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**

The Committee will have delegated power to:

3.1 Convene meetings to meet its objective (1 above); and

3.2 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.

### **4. Responsibilities**

4.1. The Committee is responsible for timely submission of its findings to the Planning Authority.