

Tutbury Parish Council

Planning Committee Terms of Reference

1. The Committee is constituted with delegated authority to discuss and determine comment for recent applications, decisions, appeals and consultation documents.
2. The Committee shall comprise of six members with a quorum of four.
3. Where a Committee determination is not unanimous the planning matter may be referred to the Parish Council meeting.
4. Whilst the Committee is comprised of a subgroup of parish councillors any member of the Parish Council may provide input for consideration.
5. Members of the public present at planning meetings can be made non-voting members of the Committee for a given meeting at the discretion of the Committee chairperson.
6. The Committee is empowered to invite specialist professional officers or advisors to attend meetings to provide guidance as to matters under discussion.
7. On occasion and where deemed appropriate, the Committee may propose a spokesperson to attend meeting(s) of the planning authority.
8. Documentation including the agenda will be circulated at least three days in advance and decisions of the Committee meeting will be recorded by the member appointed as minute taker.
9. The election of a Committee chairperson will take place in the first meeting of the Committee following the Parish Council annual meeting.
10. The chairperson of the Committee is accountable for communicating the comment reached to the Clerk along with a list of those present and apologies for absence. An appointed member will submit comment to the relevant planning authority within prescribed timeframes.
11. Agenda items for the Committee meeting will be restricted to:
 - a. Apologies
 - b. Declarations of Interest & Dispensation Requests
 - c. Public Participation
 - d. Planning Matters
 - e. Date of Next Meeting
12. Meetings of the Committee will be scheduled subject to the presence of planning applications on a cycle no more frequent than once every four weeks.
13. The Committee will continue to exist until such time as a proposal is passed to dissolve it within a full Parish Council meeting.