

Planning Committee Terms of Reference
Adopted Sept 2019 Approved May 2021

1. The remit of the committee is to discuss and comment on recent applications, decisions and consultation documents.

All members of the Parish Council are appointed members of the Planning Committee by election or co-option until they resign from the Parish Council.

2. Members of the public present at Planning meetings can be made nonvoting members of the planning committee for a given meeting at the discretion of the Planning Committee Chair, in order to facilitate discussions.
3. It is expected that members of the committee will take the time to evaluate proposals in advance of the meeting, in order to facilitate efficient discussion.
4. The election of a Planning Committee Chair will take place in the first meeting of the Planning Committee following the parish annual meeting. In the event of equality of votes, the Chair of the meeting shall give the casting vote.
5. The Chair of the Planning Committee is responsible for communicating the decisions reached to the Clerk, along with a list of those present and apologies for absence. The agreed Parish response will then be forwarded to the appropriate Planning Officer within ESBC.
6. The decisions of the Planning Committee will be reported within the Clerk's report of full parish council meetings.
7. Agenda items for the Planning Committee will be restricted to:
 - a. Apologies
 - b. Declarations of Interest & Dispensation Requests
 - c. Public Participation
 - d. Planning Matters
 - e. Date of Next Meeting
8. Meetings of the Planning Committee will be scheduled subject to the presence of planning applications on a cycle no more frequent than once every three weeks.
9. The planning committee will continue to exist until such time as a proposal is passed to dissolve it within a full Parish Council meeting.