



PLANNING COMMITTEE

Terms of Reference

Purpose of the Planning Committee: This Committee is appointed to review and respond to all planning applications and consultations on behalf of Goostrey Parish Council.

1. These Terms of Reference should be read in conjunction with Goostrey Parish Council's Standing Orders.
2. The Committee will appoint a Chairman at the first meeting following the Annual Meeting of the Council each year. A Chairman shall normally serve no more than four consecutive years. In the event of the Chairman's absence the members of the Committee present will appoint a Chairman, at the beginning of the meeting.
3. The Committee will consist of a minimum of six councillors. A quorum of three members is required for each meeting.
4. The Clerk will refer every planning application received to the next meeting of the Council or to the next meeting of the Planning Committee.
5. Planning decisions will normally be made during full council meetings on the 4th Tuesday in the month, however, a separate planning meeting may be held prior to full council meetings if the number and/or complexity of planning applications requires additional time. This will be agreed by the Chairman of the committee in consultation with the Clerk.
6. If the Council or Planning Committee cannot determine a response between scheduled meetings without missing the comments deadline, and where a request for extension to the deadline has not been granted, the Clerk has delegated responsibility to respond on the Council's behalf to the Planning Authority. The Clerk will consult informally with the Chairman of the Planning Committee and Committee Members to decide whether to convene a separate meeting or submit a "no comments" reply using the agreed delegated powers. These decisions will be ratified by resolution at the next Council or Planning Committee meeting.
7. The Clerk is responsible for submitting the responses to the Planning Authority.
8. The committee will:
 - a) Consider all planning applications.
 - b) Study relevant plans, individual Councillors to take a view as to whether to visit relevant sites to form their opinion and consider any comments from members of the parish before coming to a decision.
 - c) Consider whether to canvass opinion for and against applications to assist with a fair determination of applications.
 - d) Recommend to the Parish Council how it should respond to each planning application.
 - e) Ensure that any objections or recommendations are based solely on planning criteria.
 - f) Monitor the general environment of the parish and report to the planning authorities any potential planning breaches.
 - g) Respond on behalf of the Parish Council when a time sensitive response is required.
 - h) Respond to all consultations regarding planning issues or issues that will have an impact on planning and may attend the Local Authority Planning Committee to speak about a Planning Application on behalf of the Parish Council.
 - i) May make a written representation and elect a member to attend the Hearing or Inquiry on behalf of the council when an application is subject to appeal.
 - j) Review the council's Neighbourhood Plan as required.
9. These Terms of Reference will be reviewed annually.

APPROVAL

Council Minute 05.24.7

REVIEW DUE

May 2025