

BARTESTREE with LUGWARDINE GROUP PARISH COUNCIL

PLANNING COMMITTEE

TERMS OF REFERENCE

**Adopted at the Parish Council Meeting on Tuesday 8th May 2018;
Reviewed 14th May 2019**

1. The Bartestree with Lugwardine Group Parish Council appoints a Planning Committee of 5 Councillors, with a quorum of 3, at its annual meeting in May. In the event of a meeting not being quorate, the Chairman of the Parish Council can act as an 'ex-officio' member of the Planning Committee with voting and decision making powers.
2. The Planning Committee has delegated powers to comment on planning applications and notifications for trees received by the Parish Council. All Councillors appointed to the Planning Committee will attend a HALC or Herefordshire Council planning course within 6 months of appointment.
3. The Planning Committee meeting dates throughout the year will be agreed at the Annual Meeting. They will be held, if required, prior to the scheduled bi-monthly Parish Council meetings and every 2 or 3 weeks between the Parish Council meetings. Unless otherwise agreed all meetings will be held at 7.00pm in Bartestree Village Hall. On the date of the Annual Parish Meetings the Planning Committee will meet at 6.45pm.
4. The Committee will appoint its own Chairman and Vice Chairman.
5. All meetings are open to the public.
6. Committee members will abide by the Standings Orders and Code of Conduct adopted by the Parish Council.
7. The Parish Clerk in liaison with the Planning Committee Chairman will produce agendas.
8. If the Clerk is unable to attend a planning meeting the Chairman will complete a comments template, which will be approved and countersigned by all members present.
9. Members will read application details displayed on the Herefordshire Council website. The Parish Clerk will normally download the application details on to a memory stick, which she will leave at Bartestree Village Hall prior to the meeting.

10. If deemed necessary by the Planning Committee Chairman and Clerk, the Planning Committee Councillors will be asked to notify nearby local residents of the application.
11. In extremely bad weather or other unforeseen serious circumstances, the procedure will be:
 - (a) Make every effort to re-schedule the meeting to a convenient date within the timescale dictated by the planning applications and notices displayed as required or
 - (b) Seek agreement from the Planning Officer for an extension of the 'return date' to enable the application to be considered at the next scheduled meeting.

If the actions outlined above are not possible, then the Parish Council agrees to delegate the responsibility to the Clerk within the following parameters:

- (i) The Chairman of the Planning Committee will ask all available members to convey their views directly to the Clerk who will co-ordinate them and submit them to the planning authority in the usual manner.
 - (ii) The reasons for dealing with the applications in such a manner will be recorded in the Minutes for approval at the next Planning Committee meeting.
12. If a planning application subsequently becomes an agenda item for debate at a Herefordshire Council Planning Committee meeting, the Parish Planning Committee will appoint a Parish Councillor to speak in support of the stated view of the Parish Council Planning Committee.
13. The Planning Committee may refer any planning applications to full Parish Council if deemed necessary. A minimum of 50% of Parish Councillors may request (in writing to the Clerk) that full Council considers an application after initial consideration by the Planning Committee.
14. In line with the adopted Standing Orders the Parish Council reserves the right to dissolve the Planning Committee at any time.