



BURTON GREEN PARISH COUNCIL

PLANNING COMMITTEE

TERMS OF REFERENCE



The Planning Committee is appointed by and is solely responsible to Burton Green Parish Council.

The Planning Committee's duties are defined and agreed by the Council who may vote, at any time, to modify the Committee's powers. The Committee will schedule meetings as necessary to meet the deadline for submission of comments set by the Local Planning Authority.

In the event that the Committee is not able to comply with the date specified, the Clerk will contact the Local Planning Authority stating the reason for inability to comply and use best endeavours to obtain an extension to ensure that the Planning Committee comments will be properly considered in the determination of the application.

MEMBERSHIP

All members of the committee shall be members of the Parish Council. The committee shall consist of no fewer than **four** parish councillors. A quorum at meetings of the committee will consist of no fewer than **three** parish councillors. The committee has the power to co-opt other parish councillors as and when necessary.

The members of the Planning Committee will be determined annually at the Annual Meeting. At its first meeting of the Council year the Planning Committee shall elect a Chairman and can also elect a Vice Chairman if it so wishes.

MEETINGS

All meetings will be held in a public place with members of the public and press invited to attend. The Agenda for the meeting will be posted on the Council's website and the notice boards a minimum of three full days before the meeting, not including the day of the meeting or public holidays.

All meetings will include a Public Participation session although issues raised by the Public during this session are limited to those items listed on the agenda of the meeting.

Individual contributions will normally be limited to three minutes; any longer presentation or requests to speak at any other time during the meeting will be at the sole discretion of the Chairman.

RECORD OF PROCEEDINGS

Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors. The minutes will be published on the Council's website and will also be available by request from the Clerk. The Clerk will be responsible for arranging the recording and distribution of the minutes.



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RESPONSIBILITIES

The Committee has delegated powers to make a Council decision regarding representations to the appropriate authorities relating to all planning applications in the parish, unless, upon vote, the Committee decides that the application should be passed to the full Council for consideration owing to its size, controversial nature or effect on the parish.

The Planning Committee will have the following specific duties:

- a. To consider and respond to all planning applications referred to the Council by the Planning Authority, including calling in applications to elected members where appropriate.

Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on .

This policy will be reviewed on an annual basis.

Signed (Chair):

Date:

Date for next review: July 2026