



TERMS OF REFERENCE PLANNING COMMITTEE

These rules are supplemental to, and do not in any way override the Parish Council's Standing Orders &/or Financial Regulations

1. Constitution

- a. The Committee shall comprise of at least four members of the Parish Council, to be confirmed every year at the Annual Parish Council meeting.
- b. Any changes in membership of the Committee following the Annual Parish Council meeting shall be subject to approval at the next Parish Council meeting.
- c. Quorum of the subcommittee shall be three.
- d. The Parish Clerk (non-voting) be responsible for taking the minutes and giving notice of the next meeting. Meetings can be called with a minimum of three days' notice.

2. Conduct of Meetings

- a. All the meetings of the Planning Committee will be convened in accordance with the Parish Council Standing Orders.
- b. Meetings will be minutes by the Clerk to the Council where possible.
- c. A Planning Committee meeting should be called for larger planning applications and onsite meetings to review applications where necessary and discussed by email.

3. Powers of the Planning Committee

The Planning Committee shall be empowered to:

- a. Act on behalf of the Parish Council in respect of any planning issues and in particular to support or object to planning applications on the Parish Council's behalf as appropriate, submit comments and recommendations regarding planning applications to the District Council on the Parish Council's behalf.
- b. At the discretion of the Committee, to raise any planning matters with Full Council where appropriate.
- c. To respond on the Parish Council's behalf to consultations regarding planning issues or issues, including the infrastructure of the Parish, which may have an impact on planning.

4. Responsibilities and Areas of Operation of the Planning Committee

- a. To consider planning applications in respect of properties and developments in Heath Hayes & Wimblebury (and in neighbouring parishes if invited to comment) and to decide whether to support or object on the Parish Council's behalf, submit comments and recommendations on the Parish Council's behalf to the District Council as required.

- b. To study relevant plans, visit relevant sites and consider any comments from members of the public before deciding to submit comments or recommendations of support or objection.
- c. To ensure that any objections and recommendations are based solely on planning criteria.
- d. To consider consultations and correspondence regarding planning issues or issues, including the infrastructure of the parish, which may have an impact on planning at local, regional, and national level and to respond on the Parish Council's behalf as appropriate.
- e. To take note of decision notices in respect of planning applications received from the District Council.
- f. To take note of any new legislation or regulations, changes in policy or other developments affecting the planning process, and any briefings received and to participate in any relevant training.
- g. To liaise with District and County Councils and any other groups or organisations regarding planning issues and other issues, including the infrastructure of the Parish, and environmental improvement schemes, which may have an impact on planning.
- h. The clerk can be asked to submit comments and objections to the District Council on behalf of the Planning Committee.
- i. Decisions made by the Planning Committee must be reported back to Full Council at the next Parish Council meeting.
- j. Should a member of the committee be required to speak at Cannock Chase District's planning meeting prior consent should be received by full Council.
- k. To consider the adoption of a Neighbourhood Plan.

Signed:.....

Dated: 06/10/21

Minute Reference: 10/21/108.2