

# Terms of Reference for the Newton Poppleford and Harpford Parish Council - Planning Committee

*with effect from 5 July 2016*

## 1. Authority

The Planning Committee is appointed by, and solely responsible to Newton Poppleford and Harpford Parish Council. The Committee's duties are defined and agreed by the Main Council, which may vote, at any time, to modify the Committee's powers.

## 2. Membership

The Committee will consist of no fewer than **five elected parish Councillors**, and at its first meeting will elect a Chair to preside over future meetings– to be re-elected each year following Annual Parish Council meeting. It will also elect a Vice Chair if thought appropriate, although any elected member can preside by agreement in the Chair's absence. **A quorum will be a minimum of five elected members.** Chair & Vice Chair of Full Council will have automatic membership and full voting rights. Meetings will be held as required.

Current members are: Cllrs. Dalton, Downen, Jeffery, Kemp, Ranger, Tillotson, Walker.

## 3. Records of Proceedings

The Committee will prepare responses to all routine planning matters. Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors, received at the next Full Council meeting and adopted at the next planning meeting. The Parish Clerk will be responsible for arranging the recording and distribution of the minutes. All decisions will be relayed to the relevant planning authority by the Clerk. The minutes will be published on the Parish Council web site.

## 4. Responsibilities

The committee has full delegated powers to make a Council decision regarding representations to the appropriate authorities regarding all minor planning applications in the Parish. Minor is defined as works or extensions to existing building. Full Council will consider any new buildings or controversial applications. 'Controversial' is defined as 2 Councillors requesting that the application be discussed at a full Parish Council meeting. 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. The Clerk is responsible for recording the resolutions accurately. Responsibilities also include:

- To comment on licenses when requested to do so.
- To comment on street naming where requested.