

## **ELLINGHAM HARBRIDGE & IBSLEY PARISH COUNCIL**

### **TERMS OF REFERENCE - PLANNING COMMITTEE**

1. Membership
  - a) All Parish Councillors are also members of the Planning Committee.
  - b) The quorum is three members.
  
2. Chairman and Vice Chairman
  - a) The Chairman and Vice Chairman of the committee will be elected by its members at the first meeting after the Annual Parish Council meeting.
  
3. Conduct at Meetings
  - a) All meetings of the Planning Committee will be convened and conducted in accordance with the Parish Council's Standing Orders.
  - b) Meetings will be held monthly, or at such other times as the Chairman convenes.
  - c) Minutes of meetings will be taken by the Clerk to the Council or a member of the committee.
  
4. Powers and Responsibilities  
On behalf of the Parish Council:
  - a) Respond to NFNPA, NFDC and HCC Mineral & Waste planning applications with reference to: current policies; local plans; core strategies; national legislation; planning officers' briefing notes\*
  - b) Respond to NFNPA and NFDC tree works applications, and tree preservation orders\*
  - c) Respond to the planning authorities' LDC-E and LDC-P applications\*
  - d) Represent the Council at the planning authorities' development control committee meetings\*
  - e) Take note of planning applications' decision notices and planning officers' reports.
  - f) Make submissions to the Planning Inspectorate in respect of appeals against the planning authorities' decisions\*
  - g) Respond to consultations on planning policy and issues\*
  - h) Take note of: new planning legislation and regulations; changes in policy; changes to the planning process; planning briefings.
  - i) Participate in planning and other relevant training\*

\* where deemed appropriate by the Planning Committee