

## **Terms of Reference for the Planning & Development Committee**

The Planning & Development Committee is appointed by and is solely responsible to Groby Parish Council. The Committee's duties are defined and agreed by the Full Council, which may vote, at any time to modify the Committee's powers.

### **Objectives:**

- To consider planning applications and associated matters.
- To consider consultee documents from other authorities that relate to planning and development matters in Groby and Fieldhead.

### **Rights and Powers**

- Written minutes will be taken to record the Committee decisions and will be approved and signed as a true record at the next meeting of the Planning & Development Committee meeting and circulated to the Full Parish Council at the next Parish Council meeting.
- The Clerk will be responsible for arranging meetings and the distribution of minutes.
- All correspondence shall be conducted through the Clerk of the Parish Council, wherever possible
- The Committee has delegated authority to consider all planning applications pertaining to Groby Parish and to respond to the relevant planning authority

### **Membership**

- The committee will comprise of a minimum of 5 members (the Chair and Vice Chair of Council are ex-officio members of the Committee) who will normally be elected at the Council's Annual Meeting.
- The first item of business at its first meeting after the Annual Parish Council meeting each year will be to elect a Chair for the committee for one year.
- It will also elect a Vice-Chair for the committee for one year
- A quorum shall be a minimum of 3 elected members or half the number of members in this committee whichever is the greater.
- The Committee will meet as required.
- All members of the Planning & Development Committee to undertake appropriate planning training.
- Terms of Reference to be reviewed at least annually.

### **Responsibilities.**

- To consider all planning applications
- To make representations in respect of appeals against the refusal of planning permission and to monitor any approved budgets for planning matters in conjunction with the Finance Committee and the council
- To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations
- To deal with any other planning related matter

#### **NOTES FOR INFORMATION:**

1. In the event of a major planning issue/application the Chairman of the council may feel it necessary to call an EGM under the Council's normal Standing Orders.
2. Under normal Council Standing orders any committee or sub-committee may at any time co-opt (additional) members on to that committee.