

GROBY PARISH COUNCIL

TERMS OF REFERENCE – PLANNING & DEVELOPMENT COMMITTEE

The Planning & Development Committee is appointed by and is solely responsible to Groby Parish Council.

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 Chair of the council may feel it necessary to call an Extraordinary Meeting under the Council's normal Standing Orders.