

Planning Committee Terms of Reference

1. Objective

Brundall Parish Council is a statutory consultee to the Local Planning Authorities Broadland District Council and the Broads Authority.

The Committee is appointed by the Parish Council to consider and respond to planning applications on behalf of the Council.

2. Membership

The Committee shall comprise 4 elected members. These will be confirmed at the Annual meeting of the Parish Council in May.

Any change in membership of the Committee shall be confirmed by the Parish Council at its next ordinary meeting.

3. Chair

A Chair will be elected at the first meeting after the Annual meeting of the Parish Council, or at the first meeting after the resignation of the previous Chair.

The Chair will be the main point of contact for the Clerk to the Council, the Council and Committee members, and members of the public.

4. Quorum

A quorum will be a minimum of 3 members of the Committee.

5. Reporting Structure

The Planning Committee will report to full Council.

The Chair, if unable to attend a full Council meeting, will nominate another member of the Committee to give an update.

6. Areas of Responsibility

The Planning Committee has the delegated authority from Brundall Parish Council to:

- a) Make representations to the Local Planning Authorities for planning permissions in the parish area, or adjacent to the parish area. Applications for more than 1 dwelling will be considered at Full Council.
- b) If the Committee wish to object to an application they must refer this to full Council first.
- c) Make representations in respect of appeals against the refusal of planning permissions.
- d) Identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.
- e) Consider any planning consultations, Local and Development Plans, and core strategies as required.
- f) Note any decision notices in respect of planning applications in the parish and adjacent to the parish.

- g) Deal with any other planning related matter that a meeting of the Full Council considers appropriate to be referred to the committee.
- h) Refer any application or other planning matter to the next Full Council meeting in order that the Parish Council's response can be debated and agreed by all Parish Councillors.
- i) Monitor, review, and, where necessary, make recommendations to the Council for amendments to the planning consultation procedure.
- j) Any parish councillor may ask that a planning application be considered by the full Council. This request must be made in writing to the Clerk or Chair of the committee.

7. Meetings

The Committee will meet as and when necessary to ensure that all planning applications received can be discussed and replied to within the timescale stated.

The Clerk or a Deputy Clerk will be in attendance.

The Committee has an obligation to ensure any comments received, prior to the meeting, from any relevant parties, applicants, and objectors, for planning applications (not including enforcement notices) are considered at the meeting.

The Committee shall follow the rules and regulations regarding committees and meetings as contained in the Council's Standing Orders.

Only members of the Committee may vote on agenda items but other councillors may attend in that capacity and may speak with the permission of the Chair.

The agenda for any meetings will be circulated to all councillors at the time of the summons.

8. Responses

The Clerk to the Committee will communicate to the Local Planning Authority the Committee's decision in respect of the applications considered.

Where an application is subject to an appeal the Committee is authorised to make written representation or to elect a member of the Committee or the Clerk to attend the hearing.

The Committee may, in exceptional circumstances and if necessary for timing reasons, agree its response to planning applications by email, subject to responses from a minimum of 3 members, and ratify them at the next meeting (either Committee or Full Council whichever comes first).

9. Budget

The Committee will have no budget.