



# **KINGSTHORPE PARISH COUNCIL**

## **PLANNING COMMITTEE**

### **TERMS OF REFERENCE**

<b>Document Control</b>	
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## Terms of Reference

**Purpose of the Committee:** The purpose of the Committee is to debate issues in detail concerning planning and licensing applications and to make observations to the Planning Authority in accordance with planning guidelines on behalf of the Council, which is a statutory consultee

**Membership:** The Committee will comprise of a minimum of 5 members, maximum 7 (Councillors only)

**Quorum:** The quorum of the Committee shall be 3 members

**Frequency of meetings:** Meetings are held monthly (except August) subject to planning applications received or varied by agreement of the Committee

### Undertakings

1. To elect a Chair and Vice Chair for each municipal year
2. Consider planning and licensing applications and make observations to West Northamptonshire Council on all planning applications that directly relate to the parish area
3. Convene a public meeting if it is felt that an application warrants such action and report findings to the Council and Authority
4. Appoint representatives to attend Planning Authority meetings and authorise them to speak on behalf of the Parish Council
5. Appoint representatives to attend planning enquiries and authorise them to speak on behalf of the Parish Council
6. Consider and make recommendations to Council on future planning options
7. Consider and make recommendations to Council on Highway matters
8. Where appropriate, e.g., in relation to large or controversial applications the Committee may recommend that these are considered by full Council
9. The Committee may in circumstances and if necessary for timing reasons, give delegated authority to the Clerk in consultation with the Chair of the Planning Committee to agree its response to planning applications. Any actions taken between meetings under this delegation shall be ratified at the next meeting