

Haddenham Parish Council

Planning Group Terms of Reference

Policy

Planning is considered by the Planning Group in accordance with the Terms of Reference and Process as stated below.

Terms of Reference for the Group

The **Planning Group** shall represent the Council in its role of Consultee for ECDC planning applications. This shall be either via informal review or via a formal **Planning Committee Meeting**.

The Members appointed to the Group shall review all relevant applications on the weekly list within 48 hours and confer between themselves on the need for a Committee meeting, taking into account any "call-in" or other concerns raised.

If no meeting is deemed necessary, then a "nil return" shall be made to the Clerk/Assistant Clerk and no further action shall be taken.

If a meeting is required, the Group shall advise the Clerk/Assistant Clerk accordingly within 48 hours and formal arrangements shall be made as usual.

The Group shall form the nucleus of the Planning Committee, which may be attended by any interested Member. All attending Members shall have voting rights.

The Clerk/Assistant Clerk shall have authority to complete forms and return comments to the Planning Department on behalf of the Parish Council.

Process

The Clerk/Assistant Clerk will send out the weekly list of applications from ECDC to all councillors.

A group of 4 councillors will act as a standing Planning Group for 3 months on a rota basis. This group will act as a screening/review group for all applications, communicating between themselves via e-mail

The Group will advise the Clerk/Assistant Clerk if there is a need to call a formal Committee meeting.

{**Note:** There will be a "call-in" system whereby any concerned Councillor can request that a meeting be held}

All councillors shall be notified of the meeting and if they attend they will have voting rights (effectively they are all de facto members of the Planning Committee when it convenes). The four members of the current Planning Group shall attend. The quorum for the Planning Committee shall be four.

If no formal meeting is to be arranged the Clerk/Assistant Clerk will put up a list of applications in the notice boards and on the website, as soon as possible and invite any comments/concerns from residents within 5 working days. If any major concerns are raised they will be conveyed back to the Planning Group for reconsideration of holding a meeting.

Major applications, which are controversial, will automatically be referred to an Extraordinary Meeting of the Full Council acting as a Planning Committee.

Approved and readopted on 16th July 2018.

Minutes FC 07/2017 Item 17 refer.