

North Luffenham Parish Council

**TERMS OF REFERENCE**

**PLANNING COMMITTEE**

**Terms of Reference adopted by the Parish Councilon ………….**

**CONSTITUTION**

1. The Planning Committee is constituted as a Standing Committee of North Luffenham Parish Council (NLPC). The Committee has delegated executive powers to consider local planning applications and other planning issues relating to the Parish.

2. The Committee will be appointed by the Parish Council at the Annual General Meeting. The composition shall be a minimum of 4 councillors as voting members, with three members of the Committee constituting a quorum.   The Chairman and Vice Chairman of the Parish Council are ex-officio members of all Committees and are entitled to vote

3. The Chairman and Vice Chairman of the Planning Committee are to be elected annually by the Committee after the Annual General Meeting.   All members will attend a planning training session within a year or at the earliest opportunity.

**FUNCTION / RESPONSIBILITIES**

4. The Committee will consider planning applications pertaining to North Luffenham Parish and respond to the planning authority - Rutland County Council (RCC).

5. Planning applications which may affect the overall environment or atmosphere of a local area shall be referred to the full Parish Council. Any two Councillors may request an application be deferred for a meeting of the Full Parish Council.

6. Planning applications must be dealt with within 21 days of notification by the planning authority. Where necessary the Planning Committee may ask for additional time to consider an application, however this should only be applied in exceptional circumstances and may not necessarily be approved by the authority.

7. All correspondence shall be conducted through the Clerk of the Parish Council.

**PROCESS**

8. On receipt of notification of a new planning application from RCC, the Chair of the Planning Committee will publish the details of the application with a link to the RCC Planning Portal on the village web site. He will additionally inform all Planning Committee members of the application and will seek their views electronically.

9. The Committee may canvas opinions for and against applications to assist with fair determination of applications. The Committee has an obligation to ensure that relevant parties are given an adequate hearing.

10. Applications may be managed in a number of ways:

a. **Non Contentious applications**. If the Committee unanimously agree that the application is non-contentious, the Chair will direct the Parish Clerk to contact RCC with a statement of no objection to the proposal.

b. **Contentious applications**. If the Committee consider that an application is contentious, the Chair will arrange for at least 2 members to visit the applicant and those other individuals that may be affected by the application. The Committee will then further review the application and make a decision to make no objection or to formally review the application through a public meeting of the Planning Committee or Full Parish Council. The options available to the Chair of the Planning Committee at this stage are:

(1). To ask the Clerk to call a public meeting of the Planning Committee to review the application. Details will be published 3 clear working days in advance; the meeting will be open to the Public; Minutes will be published and a decision made, which the Clerk will communicate to RCC.

(2). To defer a decision until the next meeting of the Parish Council.

(3). To request an Extraordinary Meeting of the Parish Council to consider the application. The Chair of the Planning Committee will ask the Chair of the Parish Council to convene an Extraordinary Meeting of the Parish Council to consider the application.

11. The planning cycle above is illustrated in the schematic attached at **ANNEX A** to these ToR.

12. In all cases it will be the role of the Clerk to advise RCC of the decision taken by the Planning Committee or Parish Council. A record of all planning applications, the responses and eventual results shall be noted in the minutes of PC Meetings.

**APPEAL PROCEDURE**

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

**DATA PROTECTION**

14. All planning data and correspondance is to be managed in accordance with the requirements of the Data Protection Act.