

BOUGHTON UNDER BLEAN PARISH COUNCIL

Planning Committee Terms of Reference

Adopted: 14th June 2017

Last reviewed: June 2023

Next review: June 2024



Terms of the Committee

1. The Committee shall have a minimum of 3 members.
2. The committee shall hold fortnightly meetings to discuss any current planning applications. No meeting shall be held if there are no current planning applications.
3. If it is not appropriate to hold a face to face or remote meeting, under Section 101 of the Local Government Act 1972 (LGA) and under the Scheme of Delegation as authorised by the Parish Council, the Clerk has authorisation to respond to planning applications (after consultation with three members of the Council who are on the Planning Committee).
4. The committee is authorised on behalf of the Council to deal with and to do all such things as may be necessary or expedient for the business of the Council in relation to all planning applications duly received.
5. All Planning Committee meetings shall be minuted and subsequently approved at the next meeting of the committee.
6. A committee report shall be provided to the Council following any committee meeting and duly recorded in the Minutes of the Council.
7. All Planning Committee matters resolved under the Scheme of Delegation require a report to be submitted at the next Parish Council meeting, setting out all the relevant information in relation to any action taken and detailing the reasons why it was necessary to deal with the matter(s) out of an ordinary or extraordinary meeting.