

**Hughenden Parish Council
Terms of Reference – Planning Committee**

Name

Planning Committee

Type

Standing Committee governed by Council's Standing Orders, regulations, policies and legislative requirements.

Purpose

To represent Council in planning matters and processes.

Scope

Planning applications, appeals, consultations and all matters concerned with planning process within and/or affecting Hughenden Parish.

Authority

Delegated power to submit consultee comments and representations on behalf of Council.
Delegated power for the Clerk and Chairman of Planning Committee to jointly submit comments on behalf of Council when it is not possible to convene a quorate meeting of the Planning Committee.

Membership

The committee shall consist of four members.
The quorum shall be three members.

Meeting Arrangements

The Committee shall convene on a three-week cycle, usually on Thursday evenings.

Reporting

To report to Full Council.

Deliverables

To submit consultee comments to Local Planning Authorities.
To make representations to Local Planning Authorities with respect to all aspects of planning process.
To engage with consultations and other planning processes.
To monitor, review and where necessary, make recommendations to amend planning procedures.

Review

To review annually in February the policies and Terms of Reference of the committee its subcommittees and working groups.

Date of policy: June 2018

Approving committee: Full Council

Date of committee meeting:

Policy version reference: V1.0

Supersedes:

Policy effective from: June 2018

Date for next review: June 2021