



STOKE MANDEVILLE PARISH COUNCIL

PLANNING COMMITTEE

TERMS OF REFERENCE

Review Date	Amendments Made
30 May 2019	Amendments made relating to membership and meeting frequency.
May 2023	Change of Meeting Day from Thursday to Tuesday.

The Planning Committee is appointed by and responsible to Stoke Mandeville Parish Council.

The Committee's duties are defined and agreed by the Council who may vote at any time to modify the Committee's powers.

Membership

Membership shall consist of no fewer than **four** and no more than **eight** members of the Council who shall be appointed by the Council at the Annual Meeting. Other members of the Council may attend but shall not have voting rights.

The Chairman of the Council will be an ex officio member of the Committee with full voting rights.

The Chairman shall be elected at the first meeting of the Committee after the Annual Meeting.

Quorum

The Quorum shall consist of three members of the Committee.

Areas of Responsibility

The Planning Committee has the delegated authority from the Parish Council

- **Development Control**

1. To comment to the Local Planning Authorities on applications received for planning permission.
2. To make representation in respect of appeals against the refusal of planning permission.
3. To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.
4. To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure.
5. To deal with any other planning related matters that a meeting of the full Council considers appropriate to be referred to the Planning Committee.
6. To attend meetings of the Local Planning Authority's Development Control Committee when specific applications are being considered as and when this is deemed necessary.

- **Strategic Forward Planning**

To consider and make recommendations to the Council on any Strategic Planning matters on which the Council may be consulted, or which requires the Council's attention.

Meetings

Meetings shall take place on the fourth **Tuesday** of the month and if necessary additional meetings can be called after consultation between the Clerk and the Committee Chairman to meet the timescale for responding to planning applications.

In the absence of the Chairman the first order of business will be to nominate a Chairman for the meeting.

The Committee has a responsibility to ensure that comments received prior to the meeting from all relevant parties, applicants and objectors are considered at the meeting.

Minutes will be recorded by the Clerk or any members nominated at the meeting to do so and will be circulated at the next meeting of the Parish Council.

Responses

The Clerk will communicate to the Local Planning Authority the Committee's decision in respect of applications for development control in time to meet the required date. In the Clerk's absence, the Committee Chairman will submit the decision.

Publicity

A notice shall be displayed on Council notice boards and the website giving details of times and dates of meetings of the Planning Committee to include details of any applications to be considered.

These Terms of Reference will be reviewed annually.