FERNHURST PARISH COUNCIL

# PLANNING COMMITTEE
# TERMS OF REFERENCE

The Planning Committee is a Standing Committee of the Parish Council and the Council's Standing Orders and Code of Conduct shall apply to this Committee and its members.

Fernhurst Parish Council is a statutory consultee to the local planning authority and the local highways authority for all applications which are in the Parish area.

The Planning Committee is delegated to consider and respond on behalf of the Council in respect of such applications and any others which are considered to have a potential effect on the Parish area, where these applications are not considered by a Full Council meeting.

## Membership

a) The membership of the committee is to be at least six Councillors and is set at the Annual Council Meeting in May of each year, or at a Full Council during the course of the year, if necessary.
b) The Chair of the Committee is elected at the Annual Council Meeting in May of each year or, if the position becomes vacant, at a following Full Council meeting.
c) The Vice Chair of the Committee for the year is to be elected at the first Committee meeting following the Annual Council Meeting.

## Meetings

a) Meetings to be called by the Clerk to ensure that all consultation requests received can be discussed and replied to within the agreed timescale, and at other times if deemed necessary by Full Council.
b) The quorum of the meetings is four members of the Committee.
c) The meetings are to be properly called and open to the public.
d) A Councillor who is not a Committee member may attend the meetings of the Committee, but does so as member of the public and shall not be entitled to vote.

## Detailed Role.

The Committee will perform the following tasks:

a) Review policy and identify any which are particularly relevant to development in the Parish.
b) Review applications submitted to the Planning Authority and the Local Highways Authority and any other applications which are considered to have a potential effect on the Parish area.
c) A site visit may be carried out as part of the consideration of an application. Any visits to be arranged by the Clerk and to include at least two members of the Committee and the Clerk.
d) Consider any comments received prior to the meeting from any relevant parties in the determination of the Council comment at the meeting.
e) Decide on the Council written response on Planning Applications, including Planning Appeals, as a statutory consultee. The response then to be submitted to the relevant authority by the Clerk.
f) Assist the Planning Authority with the enforcement of Planning Regulations by submitting enforcement reports/queries regarding possible unauthorised development activity in the Parish. All correspondence to be conducted through the Clerk and all enforcement queries to be treated as confidential.
g) If a Councillor independently submits a response to a planning application or an enforcement enquiry they should always clearly identify that the submission is as a member of the public and not on behalf of the Council.

Adopted at Full Council Meeting on 21st October 2026