



Terms of Reference for the Planning Committee

1 Responsibilities

- a To consider and respond to all planning applications whether notified by the County Council, District Council or other planning authority.
- b To comment on licensing applications when requested to do so by the licensing authority.
- c To comment on street naming when requested to do so by the County Council or District Council.

2 Authority

- a The Planning Committee is appointed by, and solely responsible to Wootton Parish Council. The Committee's duties are defined and agreed by the Main Council, which may vote, at any time, to modify the Committee's powers.
- b The committee has full delegated powers to make a Council decision regarding representations to the appropriate authorities regarding all planning applications in the Parish, unless on vote the planning committee decides that the application should be passed to full Council due to size, controversial nature or effect on the parish.

3 Membership

- a The Committee will consist of no fewer than **four parish Councillors**, and at its first meeting will elect a Chair to preside over future meetings– to be re-elected each year following Annual Parish Council meeting. Up to 3 members who are not members of the Parish Council may be co-opted to provide expertise and guidance – non-voting. It will also elect a Vice Chair if thought appropriate, although any elected member can preside by agreement in the Chair's absence.
- b **A quorum will be a minimum of three elected Members.** Chair and Vice Chair of Full Council will have automatic membership and full voting rights.
- c The Annual Meeting of the Council shall appoint the Group's membership and approve these terms of reference for the forthcoming civic year.

4 Records of Proceedings

- a The committee will on such other dates as agreed by the committee to prepare responses to all routine planning matters.
- b The meeting will be called by the Chair of the Committee.
- c Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors with recommendations for the next Full Council meeting.
- d The minutes may be recorded by the Clerk or a member of the committee.
- e The Parish Clerk will be responsible for arranging the distribution of the agenda and minutes.
- f All decisions will be relayed to the relevant planning authority by the Clerk or the Chair of the Committee on behalf of the Clerk.

Date Adopted/Reviewed	Minute Ref	Due for Review
5 th May 2020	May20: 8	APCM May 2021