

Planning Committee Terms of Reference

Committee Terms of Reference Adopted June 2013

Status

The Planning Committee reports to Full Council.

Membership

The Committee shall consist of six councillors. Three councillors must be present to ensure that the meeting is quorate.

Co-Option

The Committee has the power of co-option.

Procedures

1. The Committee will operate within Wheathampstead Parish Council Standing Orders, Financial Regulations and Local Government Law.
2. At the Annual Parish Council Meeting the Parish Council shall elect a chairman and vice chairman for this Committee, if considered appropriate, for the forthcoming year from amongst its appointed membership. The Chairman and Vice Chairman may be re-elected.
3. Notwithstanding the Aims and Objections below the Committee will have full delegated powers to respond to St Albans District Council within 21 days of receipt of application.
4. The Deputy Parish Clerk will provide administrative support for the Committee.

Meeting Dates

The Committee will meet **every three weeks** (dates to be determined by the Committee) and publicised in advance in accordance with Standing Order 1.

Aims and Objectives

1. Examine each planning application sent to the council by SADC and determine whether Council should recommend refusal of the plan or voice no objection.
2. Determine the grounds upon which refusal is recommended should that be the case.
3. Refer back to Full Council, the Community Involvement Committee or the Maintenance Committee any large or controversial development or any plan that any individual councillor so requests, for full debate. If necessary the committee will request an extension to the time limit from SADC to allow this to happen.
4. Actively liaise with the relevant departments at SADC where necessary in matters relating to planning policy and best practice.

Reporting

Minutes of each meeting will be taken and submitted by the Deputy Clerk and ratified by Full Council.

Success Criteria

- All planning applications responses submitted within the legal time scale.