HELLESDON PARISH COUNCIL

Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich NR6 5QB
Tel: 01603 301751 email: contact@hellesdon-pc.gov.uk www.hellesdon-pc.gov.uk

TERMS OF REFERENCE

PLANNING COMMITTEE

Responsibilities specific to all committees:

- To be responsible for compiling its annual budget
- To present and obtain approval for its annual budget from Full Council
- To monitor its functions and expenditure
- To assess and budget for future maintenance, replacement or upgrading of items for which it is responsible
- To set dates for ordinary meetings
- If a particular item under discussion is within the Committee's delegated powers, the minutes will record the decision as **RESOLVED**. If not, then the minutes will record the decision as agreed to **RECOMMEND** and it will then be brought to the attention of the Full Council for decision as appropriate.

Responsibilities specific to this committee:

Authority
The Planning Committee is constituted as a standing committee of the Full Council. It is appointed by and is solely responsible to Hellesdon Parish Council to consider, comment and make decisions in respect of planning and licensing matters and to respond as appropriate to the responsible authority.

The Committee duties are defined and agreed by the Full Council which may resolve, at any time, to modify the Committee's powers.

Membership
Membership will be made up of six councillors.
All other councillors will be substitutes for this committee, and will be called upon on a party basis by the member who cannot attend.

In addition to the nominated committee members, the Chairman of the Council is permitted to form part of the committee ex officio. If the Chairman is unable to attend in their ex officio capacity they may nominate the Vice Chairman as a substitute.

Quorum

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The committee quorum shall be no fewer than three members

Frequency of Meetings
The Committee will meet as required to consider planning applications in accordance with the timescales of the Local Planning Authority (inclusive of approved time extensions). The ordinary meetings to consider committee general items and standing items in accordance with set timetable.

Record of Proceedings
Written minutes will be taken to record the Committee's decisions and recommendations and will be circulated to all Councillors for the next Full Council meeting.

Delegated Powers

1. To comment and make representation in respect of all planning applications pertaining to the parish of Hellesdon
2. To comment and make representation in respect of all licensing and gambling matters pertaining to the parish of Hellesdon.
3. To comment and make representation in respect of planning applications for parishes adjoining Hellesdon Parish, as so consulted.
4. To comment and make representation in respect of the governing documents of the Local Planning Authority or the Licensing Authority.
5. To make written representation or elect a member to attend any hearing the subject of an appeal.
6. To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations
7. To deal with any other planning related matter that a meeting of the full Council considers appropriate to be referred to the Planning Committee
8. To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure.

Standing Items for Ordinary Meetings

First meeting –

- to set timetable of committee ordinary meetings

Second and subsequent meetings during the civic year to consider matters as received within the responsibility of the committee