

**GRETTON PARISH COUNCIL**

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**GRETTON PARISH COUNCIL  
TERMS OF REFERENCE – PLANNING COMMITTEE**

These Terms of Reference are supplemental to, and do not in any way override, the Parish Council's Standing Orders and Financial Regulations.

All powers shall be exercised in accordance with any Standing Orders, Financial Regulations, adopted policies or directions given by Gretton Parish Council.

**The Planning Committee** is appointed by and is solely responsible to Gretton Parish Council. The committee duties are defined and agreed by the Main Council who may vote, at any time, to modify the committee's powers.

The committee will schedule meetings as necessary to meet the deadline for submission of comments set by the Planning Authority. In the event that the committee is not able to comply with the date specified, the Parish Council Clerk will contact the Planning Authority stating the reason for inability to comply and use best endeavours to obtain an extension to ensure that the Planning Committee comments will be properly considered in the determination of the application.

**Membership of the Planning Committee**

All members of the committee shall be members of the Parish Council. The committee shall consist of all parish councillors. A quorum at meetings of the committee will consist of no fewer than five parish councillors. The members of the Planning Committee will be determined annually at the Annual Parish Meeting. At its first meeting it shall elect a chair and can also elect a vice chair if it so wishes.

**Meetings**

All meetings will be held in a public place with members of the public and press invited to attend. Notice of the meeting will be posted on [www.grettonparishcouncil.com](http://www.grettonparishcouncil.com) and the parish council noticeboards a minimum of three full days before the meeting, not including the day of the meeting, weekends and public holidays. All meetings will include a public forum to enable anyone attending the meeting to speak about the subject matters of the meeting. Individual contributions will normally be limited to three minutes. Any longer presentation or requests to speak at any other time during the meeting will be at the sole discretion of the Chair.

**Record of Proceedings**

Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors. The minutes will be published on [www.grettonparishcouncil.com](http://www.grettonparishcouncil.com) and parish council noticeboards and will also be available by request from the Parish Clerk. The Parish Clerk will be responsible for arranging the recording and distribution of the minutes.

### **Responsibilities**

The committee has full designated powers to make a Council decision regarding representations to the appropriate authorities relating to all planning applications in the parish.

The planning committee will have the following specific duties:

- a. To consider and respond to all planning applications referred to Gretton Parish Council by the Planning Authority, including calling in applications to elected members where appropriate.
- b. All other planning matters concerning Gretton parish, including liaison with potential developers or any agency proposing changes to the built environment.
- c. All matters concerning highways and other means of access in and adjacent to Gretton parish or likely to have any impact on Gretton parish.
- d. Gretton parish environmental matters.

Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.

Signed \_\_\_\_\_

Date 10<sup>th</sup> January 2022

Chair Gretton Parish Council

Adopted: September 2020

Date of next review: January 2023