



Planning Committee Terms of Reference

1. The committee will comprise up to 6 councillors with a quorum of 3 members.
2. The Chairman will be elected at the first meeting after the Annual Parish Council Meeting.
3. Meetings will be held on the first Monday in the month at 6.30pm, except when there is a bank holiday. If there are HBBC timetable problems with a planning application, a special meeting can be called.
4. Planning applications will be forwarded to the committee by e mail.
5. The minutes to be sent to the Clerk within 7 days of the meeting.
6. The committee shall make recommendations to full Council:
 - a. in relation to all planning issues affecting the parish
 - b. for progressing a Neighbourhood Plan to adoption
7. If agreed by full Council, the Clerk may make representations to the Local Planning Authority on any application referred to the Parish Council, and on any other planning matter that affects the parish.
8. When applicable, the committee will engage with HBBC and LCC at the earliest opportunity to maximise the S106 opportunities on behalf of the parish
9. Delegated powers may be given for applications where timeframes do not allow for reference to full Council, providing a two-thirds majority of the Planning Committee are in agreement.

Adopted: 19th July 2023