

STILLINGFLEET PARISH COUNCIL TERMS OF REFERENCE (ToR) PLANNING COMMITTEE

Purpose

To act as an advisory body to Selby District Council Planning Authority (The Planning Authority) for all planning applications that directly relate to the parish area.

Membership

The Planning Committee will be elected annually at the annual meeting of the Parish Council and will consist of:

- Up to 4 members, the Chairman and Vice-Chairman of the Council plus 2 Parish Councillors and a Planning Clerk.
- The Chairman and Vice-Chairman of the Council shall be ex-officio, a voting member of every Committee
- The Chairman and Vice-Chairman of the Committee are to be elected annually by the Planning Committee at the first meeting after the annual meeting of Stillingfleet Parish Council and shall hold office until the next annual Council meeting.

Objectives

To fully consider all planning applications and make response thereon on behalf of the full council to all applications for planning permission and planning appeals referred to Stillingfleet Parish Council by the Planning Authority

Meetings

Upon receipt of a planning application the Planning Chairman will decide whether a face to face Planning Committee meeting is necessary or whether comments and observations of Committee members can be requested and submitted back to the Chairman electronically to ensure that all planning Applications received are considered and replied to within the timescale. If a face to face meeting is deemed appropriate members will be summoned to attend a meeting (site meetings may be deemed necessary). In such circumstances public notice of the meeting shall be given in accordance with Schedule 12 para 10(2) of the local Government Act 1972.

The quorum of any meeting, whether it be conducted face to face or electronically, will be a minimum of 2.

Documentation

Minutes of all face to face meetings will be recorded by the Planning Clerk and circulated at full council meetings of Stillingfleet Parish Council. Where Committee members' observations on planning applications are submitted to the Planning Committee Chairman by e-mail (as opposed to through a face to face meeting), a copy of those observations can be accessed by other councillors and by members of the public through the following link:

<http://public.selby.gov.uk/on-line-applications/>

The minutes of the next full Council meeting will record that observations have been lodged.

Accountability

The Planning Committee has delegated powers to act on behalf of the full council in relation to the defined terms of reference.

Scope

- The Planning Committee to have delegated powers to make observations on all planning applications and submit those observations to the Planning Authority, and when necessary, hold meetings with residents, developers or Planning Officers to assist with the formulation of those observations.
- The Planning Committee to have delegated powers to respond to all consultations on planning related matters and to take part in any discussions which could result in changes to the Local Development Plan, Local Development Framework, Planning Policy Guidance, Conservation Areas, and Village Design Statement. The planning Committee reserves the rights to refer any decision back to full Council for discussion as and when they deem necessary.
- The Planning Committee to have delegated powers to submit proposals in respect of funding for any training requirements for Committee members.
- The Planning Committee to have delegated powers on behalf of full Council to appoint a representative to attend Planning/Appeals, to make representations in respect of appeals against the refusal of planning permission and to communicate with the planning Inspectorate.
- The Planning Committee to have delegated powers to identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.
- The Planning Committee to have delegated powers through the Chairman to issue press statements regarding planning matters on behalf of the full Council.

Review, Amendment or Variation

The planning Committee’s terms of reference are to be reviewed annually at the Annual Council meeting and may be amended, varied or modified after consultation and agreement by the full Stillingfleet Parish Council

| Signed on behalf of Stillingfleet Parish Council | Name | Date of full Council meeting at which this ToR was re-approved |
|--|------|--|
| | | 24 MAY 2022 |