Cowling Parish Council

TERMS OF REFERENCE

PLANNING COMMITTEE

Membership:
(To be elected annually at the Annual Meeting of the Parish Council each year)

- The Planning Committee to consist of up to 6 members: 4 parish councillors and 2 non councillor members.
- The Chairman and Vice-Chairman of the Committee are to be elected annually by the Planning Committee at the first meeting after the Annual Council meeting of Cowling Parish Council and shall hold office until the next Annual Council meeting

Quorum:
The quorum for a planning committee meeting will be 3 members.

Aims
To act as an advisory body to the Planning Authority for all planning applications that directly relate to the parish area.

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 Cowling Parish Council by the Planning Authority.

Meetings
The Clerk will convene Planning Committee meetings as and when necessary to ensure that all Planning Applications received can be discussed and replied to within the timescale. Members will be summoned to attend meetings which will be held at venues within Cowling (site meetings may be deemed necessary) and Public Notice of the meeting shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.

Documentation
Minutes of all meetings will be recorded by the Clerk and circulated for noting at full council meetings of Cowling Parish Council.
Minutes of all Planning Committee meetings will be approved at the next meeting of the planning Committee.

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 (Craven District Council), 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 receive notification of any licensing
- applications and make any observations they deem necessary. The Planning Committee will also keep a watching brief on any licensing issue referring any concerns back to the Licensing Authority (CDC).

- 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, Town & Country Planning Act etc. 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 staff and members to the Cowling Parish Council

- The Planning Committee to have delegated powers on behalf of the full council to appoint a representative to attend Planning Inquiries/Appeals and to make representations in respect of appeals against the refusal of planning permission. 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

The Planning Committee's terms of reference are to be reviewed annually at the first meeting after the Annual Council meeting.

Date of Adoption: 4 October 2021
Date for review: May 2022