



## **Terms of Reference for the Planning Committee**

### **OBJECTIVE**

Trawden Forest Parish Council is a consultee of the Local Planning Authority, Pendle Borough Council, for all planning applications that relate to the parish area.

The Planning Committee is constituted to consider and respond on behalf of the Council in respect of such applications.

### **MEMBERSHIP**

1. Membership shall consist of a minimum of three Parish Council members elected annually.
2. The Parish Clerk is an officer of this Committee and does not have voting rights.
3. The members shall be appointed at the Annual Meeting of the Council or in the case of the Chairman at the first meeting of the planning committee.
4. A quorum shall consist of three members, or half the committee; whichever is the greater.

### **AREAS OF RESPONSIBILITY**

The Planning Committee has the delegated authority from Trawden Forest Parish Council to make decisions on planning applications, in accordance with their terms of reference and undertake the following items:

- Make representations to the Local Planning Authority on applications for planning permission which have been notified to the Council which would not result in a new postal address. All new address applications go to the full Council. Applications that are deemed by consent to have a major impact or be of wide public interest (those suffixed 'FUL') to go to the full Council.
- Make representations in respect of appeals against the refusal of planning permission.
- Identify and make representations to the relevant authorities in respect of enforcement action or any matters considered breaches of planning regulations and/or those relating to buildings within Trawden Forest Parish.
- Monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure.
- Deal with any other planning related matter that a meeting of the full Council considers appropriate to be referred to the Planning Committee.

### **PLANNING APPLICATIONS**

Details of Planning applications shall be provided to the Committee as and when they arise so that they may make a visit to the locations involved should it be deemed necessary. Members of the Committee are encouraged to view details of forthcoming applications on the Pendle Borough Council website.

## **MEETINGS**

1. The Parish Clerk or the Chairman of the Planning Committee will call Planning Committee meetings as and when necessary to ensure that all planning applications received can be discussed and replied to within the timescales. If it deemed appropriate, decisions will be made by email consultation.
2. The Planning Committee has an obligation to ensure that all comments received by the Parish Council, prior to the meeting, from all relevant parties, applicants and objectors, for planning applications (not including enforcement notices) are considered at the meeting.
3. All Councillors are welcome to attend meetings of this Committee but only those appointed to it may participate and vote.
4. A report of all meetings and decisions will be recorded by the Parish Clerk or by any member nominated at the meeting. These will be circulated to all Council members to be ratified at the next Parish Council meeting and published on the Parish Council Website as part of the minutes.

## **RESPONSES**

1. The Parish Clerk will communicate the Committee's decision in respect of applications considered via the Pendle Borough Council website or by other means if necessary. The Clerk is to ensure that these decisions arrive within the timescale for each application.
2. Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing.
3. Wherever possible, a member of the Planning Committee is to be nominated to attend the Planning Authority's Planning Committee meetings to represent the Council's views in respect of controversial planning applications.
4. All correspondence should be conducted through the Parish Clerk wherever possible.

## **Review**

These terms of reference are to be reviewed annually at the Annual Meeting of Trawden Forest Parish Council.