



Planning Committee

Terms of Reference

The Parish Council delegates the following responsibilities to the Planning Committee.

1. The Planning Committee shall consist of any Councillor expressing a wish to participate at the annual election of committee and working group members. Members joining the Council at a date after the annual elections may also join the Planning Committee provided he is elected by members. Where a member elects not to join at the annual election of committees and working groups, he must attend three meetings of the group before application to become a voting member.
2. The Committee will have responsibility for all matters associated with and relevant to planning together with the responsibility for approving bills for payment in any month(s) the full Council does not meet
3. The Planning Committee will elect a chairman and vice chairman annually
4. The Committee should examine all Structure and Local Plans e.g. North Somerset Local Plan and the Local Transport Plan that the Council receives.
5. Meetings shall be convened at the discretion of the Planning Chairman to comply with North Somerset Council deadlines.
6. All members should familiarise themselves with the application details prior to a Planning Meeting.
7. The Chairman should refer the Committee to other documentary material, received by the Council or related to the Planning function, if he considers it needs detailed examination.

- 8 Planning recommendations will be sent to NSC Planning Department to comply with deadline dates.
- 9 Where not more than two minor and non-contentious planning applications are to be considered, they may be approved by the Planning Committee Chairman, Vice-Chairman and Clerk. At least three working days before the forthcoming meeting and prior to any decision, members of the Planning Committee will be advised of the application details and meeting date. Committee members may comment to the Clerk and Chairman of the Planning Committee before the application is considered.
- 10 Those members who may have expressed a preferred outcome of a planning application may vote and speak at the planning meeting, if under verbal or written challenge, they consider they could state they had an open mind to all relevant Council discussions and public views expressed at the planning meeting before voting on the item occurred.

Members are not required to disclose any previous view on the matter under Declaration of interests. The Code of Conduct legislation adopted by this Council continues to require any member with a pecuniary interest in a planning matter to declare that interest.