Planning Committee – Terms of Reference

- The Committee reports to the Full Council.

- The Committee usually meets twice a month.

- All members of the Committee have voting rights; other Councillors can attend meetings but have no voting rights.

- Members of the public are welcome to attend and make representations at the meeting.

- There will be a nominated membership of five (suggest this changes to 6 as we now have an extra member) Parish Councillors, a minimum of three members constitutes a quorum. Due to the fact that this committee has to meet response deadlines, where the committee is likely to be close to quorate or even below, the Chairman and planning officer will contact other councillors to enquire as to whether they can substitute and the substitute will have voting rights.

- G Taylor is co-opted to the Committee as he brings a wealth of planning expertise to the Committee. He has, however, no voting rights.

- The Committee shall be responsible to the Parish Council for:

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    Responding to Planning Applications (but see note below) and Licensing Applications to which the committee sees fit (giving the committee the option not to have to respond to all applications).

  - Responding to Appeals. The Officer will resend the comments of the Committee if requested.

  - Responding to Consultation Documents involving planning and transport.

  - Responding to Consultation Documents involving public rights of way

  - Unless a member of the Committee requires otherwise, the Committee will no longer respond to Planning Applications for Certificate of Lawful Development Existing (CLE) or Certificate of Lawful Development Proposed (CLP) as comments are not taken in to account when determining these applications.
  - The Committee will no longer respond to Planning Applications for Listed Building Consent (LBC) but will be guided by the Conservation Officer at HertsmereBC.

- These terms of reference will be reviewed annually after formation of the committee.