

Terms of Reference – Planning Committee

1. Membership

- a. The Planning committee is composed of five members of the Parish Council.
- b. The Chairman and Vice Chairman of the Council are ex officio members of this committee and have voting rights as per Standing Orders.

2. Purpose of the committee

To prepare community input to higher authority proposed development plans (both local and strategic) that impact Prestbury Parish, monitor developer adherence to planning consents and consider local planning applications, including Tree Preservation Orders. The Planning Committee will take into account the output of all existing Parish Council Working Groups; other groups may be convened by the Parish Council as required.

3. Aims and objectives

- To make representation to Local Planning Authority on applications for planning permission which have been notified to the Parish Council. Where there is a need to object to a planning application, provide a descriptive narrative offering the reasons and how these may be related to planning policies to support such an objection
- Liaise with concerned members of the public located in Prestbury, seeking their views on planning applications and reflecting these views, where appropriate, in Parish Council responses.
- Comment as a consultee on matters relating to the application of Tree Preservation Orders (TPOs) and the felling, or pruning, of trees within Prestbury Parish.
- Monitor developer adherence to undertakings given in granted planning consents and forward issues of non-compliance to Local Planning Authority for appropriate action.
- Consider and prepare a draft response on any strategic and/or heritage planning issues that may impact upon the village and surrounding area.
- To deal with any other planning related matter that the full Parish Council meeting considers appropriate to be referred to the Planning Committee.
- Consider and make recommendations to the full Parish Council on any review of, or amendments to, the Terms of Reference relevant to this committee.

4. Meeting arrangements and frequency

- a. Meetings will be held each month. The calendar will be agreed at the first meeting of the committee and published on the Parish Council website. Election of the committee Chairman and Vice Chairman will be the first business of the initial committee meeting.
- b. Standing orders on rules of debate and on interests of members in contracts or other matters shall apply.**

5. Quorum

A minimum number of three committee members are required for decision-making purposes. In the absence of the elected Chairman a member must be elected to chair the meeting.

6. Reporting and accountability

- a. The committee is a standing committee of the Parish Council and as such will publish agendas and minutes of its meetings.**
- b. The Chairman of the committee is expected to produce the agenda for each meeting, at a minimum of five working days before each meeting, following the official Parish Council numbering format.**
- c. The Parish Clerk or other appropriate officer will record meetings and normally circulate the draft minutes to the committee members within five working days of each committee meeting.**
- d. The Committee will refer matters to the Parish Council which are outside of its Terms of Reference together with any recommendations.**

7. Review arrangements

The committee will be a standing committee of the Parish Council. The appointment of the committee will be considered at the Annual Parish Meeting who may decide to alter or dissolve the committee as required.

Adopted by Prestbury Parish Council on 20 November 2023