

Worham & Burgate Parish Council

Planning Committee Terms of Reference

Worham & Burgate Parish Council (the Parish Council) Planning committee Terms of Reference

Role of the Committee:

To review and advise the Parish Council on any planning applications received.

Terms of Reference:

1. The Planning Committee will comprise of at least five (5) Councillors representing both parishes where possible or as agreed at the annual meeting of the Parish Council.
2. The quorum for the Planning Committee will be that over 50% of the Councillors being present. At a meeting where there are no Councillors present representing Burgate, the quorum may be comprised solely of Councillors representing Worham
3. The Committee must meet at least one (1) time in each calendar year.
4. The Clerk will submit to the Chair of the Planning Committee all Planning Applications received from Mid Suffolk District Council within 48 hours of receipt. (Standing Orders, No 74). If either paper copies of any application or a formal Planning Committee meeting is required, the Clerk is to be contacted. Notification of all Planning Applications received will also be passed to the Parish Council.
 - 4.1. The Planning Committee will submit, wherever possible, their recommendations to the Parish Council in respect to any planning applications it considers. The recommendation of the Planning Committee will not be binding on the Parish Council.
 - 4.2. All applications and associated plans are available for public inspection at the meetings (or by prior agreement with the Clerk at an alternative agreed venue wherever possible).

4.3. Planning

All Planning Applications from Mid Suffolk District Council will come before a scheduled meeting of the Parish Council for response unless the return date for the response does not allow for this. In this case the following provisions are made:

4.3.1. Should the application be for the development of more than one new property the Parish Council will hold an extraordinary meeting to form a response. The meeting will be notified to the Parish Council within the timescale required for meetings (not less than 5 working days notice) and notices will be posted to inform the public.[PW3]

4.3.2. Should the application be for any of the following

- Extensions/Alterations to existing properties.
- New housing development not exceeding 1 property.
- Consent for erection of Agricultural Buildings.
- Tree Consent Orders and Tree Preservation Orders.
- Change of use applications related to single dwellings and non-commercial uses.

The Planning Committee will *then* have delegated power from the Parish Council to make a response to Mid Suffolk District Council in respect of these applications but the Planning Committee must:

Hold a committee meeting to form a response. The Council will be notified of this meeting (not less than 5 working days notice) and notices will be posted to inform the public.

Submit replies to Mid Suffolk DC Planning Applications through the Clerk or at the request of the Clerk through the Chair of the Planning Committee.

5. The Terms of Reference under which this committee operates will be reviewed every three (3) years.

5.1. Revised 10 August 2004.

5.2. Reviewed 15 May 2007.

5.3. Reviewed & amended 9/9/08

5.4. Reviewed & amended 29/9/09

5.5. Reviewed, amended & approved at PC meeting 8th January 2019

5.6 Reviewed, amended and adopted as per minute reference 15.7 7th September 2021

