

RATTLEDEN PARISH COUNCIL: POLICIES AND PROCEDURES

08 PLANNING COMMITTEE TERMS OF REFERENCE

Adopted 2014-11-25, Last updated 2024-01-30

1 General

- 1.1 The Planning Committee is granted full delegated powers under the Local Government Act 1972 (section 101) to comment on all ordinary planning and licensing matters as and when required by, and without further reference to, the full Council.
- 1.2 Membership of the Committee shall be determined at the Annual Parish Council Meeting each year.
- 1.3 The composition shall be five, including the Chair and Vice-Chair of the Council as ex officio members.
- 1.4 Consistent with standing orders, the Committee shall be subject to a quorum of three of its members.
- 1.5 Meetings of the Committee shall occur as required in order to comply with statutory consultation expiry dates.
- 1.6 The Planning Committee shall be subject to Council Standing Orders and Financial Regulations.

2 Chair

- 2.1 The Chair of the Committee will be elected by the Committee at its first meeting after the Annual Parish Council Meeting.
- 2.2 The Vice-Chair of the Committee will be elected by the Committee at its first meeting after the Annual Parish Council Meeting.

3 Convening and Conduct of Meetings

- 3.1 All meetings of the Committee shall be convened in accordance with the Council standing orders.
- 3.2 Meetings shall be minuted by the Clerk or, in their absence, a member of the Committee.

4 Powers of the Planning Committee

- 4.1 The Committee shall be empowered to authorise expenditure provided such expenditure is consistent with the responsibilities and areas of operation of the Committee and, if appropriate, within any budget provision set for planning by the Council.

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- 4.2 The Committee shall act on behalf of the Council in respect of any planning applications and issues and, in particular, shall:
- a. support, object or offer no objection to planning applications on behalf of the Council;
 - b. submit comments and recommendations regarding planning applications to Mid Suffolk District Council as the primary planning authority, and to others as required; and
 - c. respond to consultations regarding planning issues and/or issues, including the infrastructure of the village, which may have an impact on planning.

5 Responsibilities and Areas of Operation of the Planning Committee

- 5.1 To study plans, visit sites and consider any comments from members of the public before deciding whether to submit comments or recommendations in support of or objection to applications.
- 5.2 To ensure that any objections or recommendations are based solely on material planning considerations.
- 5.3 To take note of any new legislation or regulations, changes in policy or other developments affecting the planning process, and any briefings received, and to participate in any relevant training.
- 5.4 To liaise with the District and County Council and other relevant bodies regarding planning matters, including the infrastructure of the village and environmental improvement schemes.
- 5.5 To monitor the management, preservation and enhancement of the Rattlesden Conservation Area, liaising with other councils and bodies as appropriate.
- 5.6 To bid or apply for grants to finance any initiatives which are consistent with the responsibilities and areas of operation of the Committee.
- 5.7 To act upon any other relevant matters referred to the Committee which, typically, may include those relating to street naming, licensing, neighbourhood and village plans.