

BRANSTON & MERE PARISH COUNCIL

PLANNING COMMITTEE – TERMS OF REFERENCE

1. Purpose

The Planning Committee is established to consider and respond to planning applications, Tree Preservation Orders (TPOs), and related matters referred to the council by the Local Planning Authority (LPA), primarily North Kesteven District Council (NKDC).

2. Delegated Authority

The committee is delegated authority by full council to:

- Submit responses to NKDC on behalf of the Parish Council where time constraints do not allow referral to full council.
- Attend NKDC Planning Meetings to represent the council's position.
- Convene and make recommendations on planning and development matters as required.

Note: Significant, strategic, or controversial applications must be referred to full council for decision.

3. Membership and Quorum

- The Committee shall consist of:
 - The Chairman and Vice-Chairman of the Parish Council;
 - At least four other councillors appointed at the Annual Meeting of the Council.
- The quorum for the Planning Committee shall be three members.
- The Chairman of the Planning Committee shall be elected at the first committee meeting following the Annual Parish Council Meeting and must be a member of the council.

4. Meetings and Notice

- Meetings shall be scheduled as needed to meet planning consultation deadlines.
- Agendas shall be published at least three clear days in advance, in accordance with Schedule 12 of the Local Government Act 1972.
- Meetings shall be advertised on the council website and noticeboard.
- Meetings are open to the public, and provision shall be made for public participation in accordance with the council's Standing Orders.

5. Processing Applications

Upon receipt of a planning application:

- The Clerk shall enter it into the Planning Register, recording:
 - Date received
 - Response deadline
 - Applicant name
 - Reference number
 - Site address
 - Summary of the proposal
- Within two working days, the Clerk shall notify the Chair of the Council and the Chair of the Planning Committee to determine the appropriate process (email consultation, committee meeting, or referral to full council).
- Details shall be circulated to all Planning Committee members and copied to all other councillors.

6. Reporting and Record-Keeping

- All applications considered and responses submitted must be reported at the next full council meeting.
- Responses shall be minuted and retained in the Planning Register.
- The Planning Register and submitted responses shall be maintained as public records under the Freedom of Information Act 2000 and Data Protection Act 2018.

7. Standards of Conduct

- The committee shall adhere to the Standing Orders and Financial Regulations of the council at all times.
- Members must declare interests in line with the council's Code of Conduct and GDPR/Data Protection policies.

DOCUMENT HISTORY

Version number	
Responsible Committee	Full Committee
Approval by	Full Committee
Date of approval/adoption	
Maximum review period	
Date for next review	

Change History	
Last version to 1.0	