

## **BRANSTON & MERE PARISH COUNCIL.**

### **PLANNING COMMITTEE – TERMS OF REFERENCE.**

- Each application for planning permission which is received by the Clerk shall be recorded in the planning ledger detailing:
  1. the date it was received;
  2. the deadline to respond;
  3. the name of the applicant;
  4. the reference number;
  5. the address to which it relates;
  6. the details of the plan.
- Within 2 working days of receipt, the Chairman of the Parish Council and Chairman of the Planning Committee shall be notified of all applications for planning permission or TPO work in order to ascertain how they should be progressed, i.e. by email to members of the Planning Committee, a meeting of the Planning Committee or at the next Full Council meeting.
- Details of the application shall be circulated to members of the Planning Committee and copied to all other councillors, to allow the plans to be viewed online, make observations and attend any Planning Committee Meetings held.
- It is the responsibility of the Planning Committee to deal with items of an urgent nature, which need to be dealt with prior to the next scheduled Council meeting.  
For such purpose the Planning Committee has delegated authority to submit a planning response to NKDC or represent the Parish Council at an NKDC Planning Meeting.
- Any significant, substantial, contentious, or strategic applications or issues should be referred to full Council for a decision.
- All planning applications should be reported on at the next meeting of the Parish Council and responses included in the minutes and the planning ledger.
- The Planning Committee shall consist of the following:
  1. the Chairman and Vice-Chairman of the Parish Council;
  2. at least 4 other councillors elected at the Annual Meeting of the Parish Council in May; quorum shall be 3;
  3. the Chairman of the Committee must be a member of the Council and will be elected by members of the Committee at the first meeting after the Annual Meeting Parish Council.
- The Committee shall meet on dates determined by the Chairman of the Committee, at such times as necessary.
- A public notice of the meeting shall be placed on the website and in the Noticeboard at least three clear days prior to the meeting and members of the public will be admitted.
- The submitted response shall form the basis of the minutes of the Planning Committee meeting.
- The Standing Orders of the Council shall apply at all times.
- The Financial Regulations shall apply at all times.

Signed: \_\_\_\_\_ Implementation Date: \_\_7<sup>th</sup> November  
2016.\_\_\_\_

Peter Lundgren.  
Council)

(For and on behalf of Branston & Mere Parish

#### DOCUMENT HISTORY

Responsible Committee	Full Committee
Approval by	Full Committee
Date of approval/adoption	5 <sup>th</sup> January 2026
Minute reference	17374
Date for next review	January 27