

Terms of Reference Planning Committee

1 Membership

- a) Membership is 11 members of the Parish Council, including Chair and Vice Chair “ex-officio”
- b) Membership of the Committee shall be determined at the Annual Meeting of the Parish Council and subsequent Parish Council meetings if the need arises.
- c) The Committee shall appoint a Chair by election from members of the Committee at the first meeting in any Council year, or at any subsequent meeting of the Committee so long as the vacancy continues.
- d) The Committee has only Councillors as members
- e) Councillors not on the Committee but wishing to attend may do so BUT do not have a vote

2 Quorum

The quorum necessary for the transaction of any business shall be 4. If the number of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum

then the meeting shall be adjourned and business not transacted shall be transacted at either the next Parish

Council meeting or the next meeting of the Committee.

3 Frequency of meeting

The Committee shall normally meet twice a month, as per the calendar of public meetings circulated by the Clerk at the beginning of the year, as long as there is business to conduct and at such times as the Committee

Chair shall require:

- a) at least one meeting per quarter shall be called to draft the Committee’s quarterly report to the Parish Council
- b) at least one meeting shall be called to draft the Committee’s annual report to the Parish Council

4 Notice of ordinary meeting

The Parish Clerk shall call an ordinary meeting of the Committee at such time as agreed by the Committee or the Committee Chair. Agenda shall be available (published on website and all four Parish Council Notice Boards) at least 5 clear days prior to the committee meeting and supporting statements available (published on website) at least 3 clear days prior to the committee meeting.

5 Minutes of meetings

Every meeting of the Committee shall be minuted and the minutes formally agreed by the Committee at its next meeting. The draft minutes shall be published (clearly marked “draft, subject to amendment”) on the website within 3 working days and a copy sent to the Cottenham Library also within 3 working days.

Adopted by Cottenham Parish Council on 1st July 2014

Amendments to membership to clarify “ex-officio” adopted by Council on 3rd February 2015

Amendments to membership numbers approved by Council on 1st October 2019

Amendments to delegation and Chair appointment approved by Council on 7th July 2020.

6 Areas of responsibility

The Planning Committee has delegated authority to:

- a) develop a 4-year strategic framework, reviewed at least annually, for desirable improvements within the village landscape and infrastructure
- b) make representations to the appropriate planning authority on applications for planning permission
- c) make representations to the appropriate authority on applications for tree orders
- d) make representations in respect of appeals against the refusal of planning applications
- e) identify and make representations to the relevant authority in respect of enforcement action or any other matters considered to be breaches of planning regulations
- f) consider and make representations to the appropriate authorities on any planning related matter or document that may affect the Parish from a planning perspective
- g) review possible and planned future developments and advise the Highways Committee, Parish Council and other relevant authorities
- h) monitor conditions imposed on approved planning applications for compliance, reporting deviations to the relevant authority

7 Delegation of powers

- a) For convenience in cases where an urgent response is required to areas delegated to this Committee, the Chair of the Committee, or Chair or Vice-Chair of Council in their absence, together with one other person serving on the Committee and the Clerk may prepare and submit a representation on behalf of the Parish Council without referring to the Parish Council, provided a report is made in writing to the next available meeting of either the Committee or the Parish Council whichever is sooner.
- b) Noting emergency financial delegation policy for the Clerk, the Chair of the Committee and Clerk together with one other person serving on the Committee may approve spending, up to £1,000 plus VAT in a quarter, on professional advisory services without referring to the Parish Council, provided that the Committee and Responsible Financial Officer (RFO) are notified, and a report is made in writing to the next available meeting of either the Committee or the Parish Council whichever is sooner.

8 Precedence

The Parish Council's adopted Standing Orders, Financial Regulations and Code of Conduct retain precedence over these Terms of Reference.