

Terms of Reference of Charlton Kings Parish Council Committees

Planning standing committee **Approved by Council Minute 148/18/19**

Purpose

The Planning Committee fulfils the Parish Council's responsibilities to Cheltenham Borough Council and adjacent District Councils, as a statutory consultee on matters that may affect parish residents arising either within or adjacent to the parish. These include:

- i. Applications for planning permission.
- ii. Consultations on Tree Preservation Orders.
- iii. Applications for licences and permits.
- iv. Such other consultations from national, county, district or borough authorities as are likely to have planning implications for the Parish.

Duties and Powers

The Planning committee will:

- i. On behalf of the Council, comment on consultations within CBC's required deadlines, or request an extension of time where CBC's timetable clashes with the Committee's meetings timetable.
- ii. Take into consideration all representations made by parishioners to the Committee, either in advance of or at the Committee Meeting, in assessing the merits or otherwise of submitted applications.
- iii. Offer a view, if appropriate, as to any mitigating measures that the committee may wish to suggest to other councils, regarding measures which in the view of the committee, might help make the application more acceptable to the community.
- iv. Communicate with the media on areas of the committee's competence. The chair is authorised to speak for the committee in accordance with instructions set out in the Council's Communications Strategy, but on high profile or sensitive issues, will agree lines to take with the chair of the Parish Council.
- v. Authorise correspondence that will not in itself result in Council expenditure or bind the Council to any course of action, except for that already provided for in the annual budget or under resolution of the Parish Council.
- vi. Refer major issues to the Parish Council with recommendations.
- vii. The Clerk or Administrative Assistant will provide assistance to the committee and will be delegated to carry out such support functions as are necessary.

Membership

- i. The membership of the Planning Committee is a minimum of five members.
- ii. The Annual Meeting of the Parish Council will approve the membership of the committee and elect the chair. A vice-chair will be elected at the first meeting of the committee following the Annual Meeting of Council.
- iii. Ideally, a member will not hold the chair for more than three consecutive years.

Meetings

- i. The committee will meet fortnightly, or at such other intervals as business dictates.
- ii. The quorum will be one half of the committee membership rounded up, subject to a minimum of three members, which must include the chair or vice-chair. In the absence of a properly constituted quorum for a planned meeting, the committee should re-convene at the earliest available opportunity.
- iii. Members of the committee will be expected to have familiarised themselves with the details of all applications, either individually or in a group, prior to each meeting.
- iv. A provisional schedule of meetings for the municipal year will be agreed at the Annual Meeting of Council in May.
- v. Extra-ordinary meetings of the committee will be convened by the Clerk, at not less than three clear days' notice.

Standing Orders

- i. The Clerk will distribute the agenda for each meeting to all committee members at least three clear days in advance of the meeting.
- ii. All meetings will be minuted. However, meetings will generally not be clerked, and members will arrange for all decisions, recommendations and actions arising from the meeting to be recorded in the minutes.
- iii. In order to meet deadlines imposed by planning law, the committee is delegated to act on behalf of the Parish Council to provide recommendations directly to Cheltenham Borough Council.
- iv. The recommendation for each application is to be agreed and recorded prior to the close of a meeting. These recommendations are to be forwarded, electronically, to Cheltenham Borough Council by the date agreed with CBC.
- v. The chair of a meeting of the committee may invite a member of the public to address the meeting on any agenda item. Members of the public may not address meetings on matters outside the agenda.
- vi. Only councillors who are properly appointed members of the committee will vote on issues within its assigned terms of reference.
- vii. Where there is equality in a vote, which cannot be resolved in committee, the chair will have a casting vote.
- viii. The committee will adhere to the Nolan Principles on standards in public life in everything it does.