

# **Hughenden Parish Council**

## **Terms of Reference – Planning Committee**

### **Name**

Planning Committee

### **Type**

Standing Committee governed by Council's Standing Orders, regulations, policies and legislative requirements.

### **Purpose**

To represent Council in planning matters and processes.

### **Scope**

Planning applications, appeals, consultations and all matters concerned with planning process within and/or affecting Hughenden Parish.

### **Authority**

Delegated power to submit consultee comments and representations on behalf of Council.  
Delegated power for the Clerk and Chairman of Planning Committee to jointly submit comments on behalf of Council when it is not possible to convene a quorate meeting of the Planning Committee.

### **Membership**

The committee shall consist of four members.  
The quorum shall be three members.

### **Meeting Arrangements**

The Committee shall convene on a three-week cycle, usually on Thursday evenings.

### **Reporting**

To report to Full Council.

### **Deliverables**

To submit consultee comments to Local Planning Authorities.  
To make representations to Local Planning Authorities with respect to all aspects of planning process.  
To engage with consultations and other planning processes.  
To monitor, review and where necessary, make recommendations to amend planning procedures.

### **Review**

To review annually in February the policies and Terms of Reference of the committee its subcommittees and working groups.