



**Great Horwood
Parish Council**

Great Horwood Parish Council

PLANNING COMMITTEE: Terms of Reference

*Adopted at a Meeting of Great Horwood Parish Council
on 13 October 2008.*

1. GENERAL

- 1.1 The Planning Committee shall be a Standing Committee of the Parish Council appointed each year at the Annual Meeting of the Council in accordance with the Council's Standing Orders.

2. RESPONSIBILITY

- 2.1 The Planning Committee shall have delegated responsibility from the Council for considering and responding on behalf of the Council to all planning applications referred to the Parish Council by Aylesbury Vale District Council (AVDC).
- 2.2 The Clerk shall receive all planning application references from AVDC and circulate them to Committee Members. Individually, each member shall consider each application and make his response in the Planning Book, supplemented by notes if appropriate.
- 2.3 The Clerk shall collect and summarise the individual responses, and shall complete and submit the AVDC Comment Form for each application. He shall ensure that all applications are responded to in a timely manner.
- 2.4 In the event that there is a split decision or that the application is of such seriousness or public interest, the Chairman may call a meeting of the Committee to discuss the issue and to decide, by vote if necessary, what the committee's response should be on behalf of the Council.

- 2.5 In the case of a recommendation to AVDC not being accepted by AVDC, the Committee shall agree upon representation at any resultant meeting of AVDC's Development Committee.
- 2.6 The committee may also consider more widespread planning issues affecting the Parish and make suggestions and/or recommendations for consideration by the Council.

3. MEETINGS

- 3.1 Each month in which there is a meeting of the Parish Council a meeting of the Planning Committee shall be held (normally at 7.15 pm before the meeting of the Parish Council or at such other time and place as appropriate so long as the required notice is given) to ratify and minute the comments that the individual Members of the Committee have made since the previous meeting. The decisions and actions of the Committee shall in any case be reported to the Council.
- 3.2 A Summons and Agenda shall be issued before each meeting of the Committee and draft minutes will be issued following the meeting for ratification at the next meeting.
- 3.3 The Standing Orders of the Council shall apply to all proceedings of the committee.

4. MEMBERSHIP

- 4.1 The Planning Committee shall normally consist of the Chairman and Vice Chairman of the Council plus two other Members of the Council. These latter two Members shall be elected each year from the remaining members of the Council, normally in rotation. Annually, the Planning Committee shall elect a Chairman from among its members.