



CATSHILL AND NORTH MARLBROOK PARISH COUNCIL

Planning Committee - Terms of Reference

These Terms of Reference will comply with the Parish Council's Standing Orders as adopted April 2010.

1. The Planning Committee shall consist of at least six members of the Parish Council to represent all three wards, + Parish Council Chairman and Vice-Chairman *ex officio*.
2. The Committee shall meet as and when required, according to notification by Bromsgrove District Council ('the Planning Authority') and subject to the Scheme of Delegation (see below).
3. The Committee shall consider and provide comment to :
 - a) Planning applications as notified by Bromsgrove District Council;
 - b) Development Plans (Local Development Framework, Spatial Strategy etc) as notified by Bromsgrove District Council and/or other bodies;
 - c) Development Plans (Core Strategies etc) as notified by Worcestershire County Council;
 - d) Appeal notifications;
 - e) Review of procedure as required from time to time.

Scheme of Delegation

- 1) The Clerk shall, as soon as it is received, enter in a book kept for the purpose the following particulars of every planning application notified to the Council:
 - a) the Planning Authority reference number and the Parish Council's unique log number
 - b) the date on which it was received;
 - c) the place to which it relates;
 - d) the details of the proposed development.
- 2) The Clerk shall refer every planning application via e-mail to those members of the Parish Council who receive e-mail within 48 hours of receipt of notification from the Planning Authority and via paper copy to those members of the Planning Committee who do not receive e-mail. (Members of the Parish Council who are not members of the Planning Committee and who do not receive e-mail will be notified of the planning application only via Parish Council notice boards and the ensuing report at the next Parish Council meeting).
- 3) Authority is delegated to the Clerk:
 - a) to call a meeting of the Planning Committee to consider planning applications notified to the Council and make comments and/or recommendations to the District Council thereon;
 - b) in consultation with members of the Planning Committee, where no meeting in public takes place due to time constraints or some other reason, to make comments and/or recommendations to the District Council on planning applications notified to the Council;
 - c) in consultation with the Chairman of the Planning Committee and the Chairman of the Parish Council to call an Extraordinary Meeting of the Council and/or a Parish Meeting, whichever is appropriate.
- 4) All decisions made under this delegation will be reported to and minuted at the next meeting of the Parish Council.

Revised May 2010