

PLANNING COMMITTEE

Terms of Reference

1 Membership

- 1.1 Membership shall be up to 5 Members of the Council.
- 1.2 If not members of the Committee in their own right, the Chairman and Vice-Chairman will be ex-officio members of the Committee for the duration of their term of office.
- 1.3 Meetings must have 3 Members, not including ex-officio members, to be quorate.
- 1.4 No Members may be co-opted to this committee. However, the committee may invite experts to provide advice/information.
 - 1.4.1 Experts do not constitute towards the meeting quorum;
 - 1.4.2 Experts do not have any voting rights.

2 Meetings

- 2.1 Meetings shall be held in the Beansheaf Centre, Charrington Road, Calcot RG31 7AW.
- 2.2 Meetings will be held when required by the demand of planning applications and will usually take place before a full council meeting.
- 2.3 Additional Extra Ordinary meetings of the Committee may be held if agreed by the Chairman and Vice-chairman of the Committee. Usual Council Standing Order rules apply.

3 Objectives and delegated functions

- 3.1 To make observations/comments on all planning applications bar those listed under section 1.7 Terms of Reference for Committee and Scheme of Delegation - General.
- 3.2 To make observations/comments on planning policies and detailed local plans (from the District Council) appropriate to the Parish.
- 3.3 To make observations/comments on planning appeals and matters relating thereto.
- 3.4 To make observations/comments on tree preservation orders and listed building consents.
- 3.5 To make observations/comments on matters. From the District Council, relating to the creation, diversion and closure of public footpaths.
- 3.6 To comment on Traffic Orders from the District Council.

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3.7 To respond to District Council consultation on items such as Local Government Boundary Changes, local planning, allocated development sites and any other as delegated from full council from time to time.

3.8 To make recommendations to the District Council with respect to Street Naming within the Parish.

3.9 To assign two members to represent the Council, as required, at Eastern Area Planning Committee hearings and attend site visits.

3.9.1 Any speeches to be reviewed by the Committee for e-mailed agreement.

4 Matters to be delegated to the Parish Clerk

4.1 Response to all applications relating to premises licences in conjunction with the Committee Chairman.

4.2 In the unlikely event that a meeting date cannot be arranged, and a planning response is urgent, the Clerk can respond on behalf of the Committee in consultation with the Chairman of the Committee.