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**Perton Parish Council**

Terms of Reference – Planning Committee

The objective of the Committee is to review all planning applications that relate to Perton Parish.

1. **Membership of the Committee**
2. Members of the committee will be appointed at the Annual Meeting of the Parish Council each year. Membership will be 7 members. This is subject to the proviso that the Chairman and Vice-Chairman of the Parish Council shall be *ex officio* members, plus 5 other Parish Council members.
3. Any changes in membership of the committee after the Annual meeting of the Parish Council shall be subject to approval at the next Full Council meeting.
4. The quorum of the committee shall be three.
5. **Frequency of Meetings**
6. The Committee shall meet a minimum 4 times per year or as required.
7. Date of meetings to be agreed by the committee.
8. A meeting of the Committee can be requested by the Chair, any member of the Committee, or the Clerk, if they consider one is necessary.
9. When comments on a Planning application are required within the time scale of a Full Council meeting, they will be discussed at the council meeting unless designated specifically to the planning committee.
10. **Minutes of Meetings**
11. All meetings of the committee will be convened in accordance with the Parish Council’s standing orders.
12. The Clerk shall minute the proceedings and resolutions of all meetings of the Committee.
13. Draft minutes of Committee meetings shall form part of the next available Full Council meeting for information.
14. Draft minutes shall be considered and approved at the next Planning Committee meeting.
15. **Chairman**
16. The Chairman of the committee will be elected at the Annual Meeting of the Parish Council each year (as per standing order 4.vi).
17. In the event of the Chairman`s absence the members of the committee present will appoint a Chairman at the beginning of the meeting.
18. **Planning Applications**
19. Planning applications will be circulated to all members of Perton Parish Council, which can be viewed on the relevant planning portals
20. The planning committee has an obligation to ensure that any comments received, prior to the meeting, from any relevant parties, including applicants and objectors are considered at the meeting.
21. **Powers of the committee**
22. To make representation to the Local Planning Authority on applications for planning permission
23. To make representation in respect of appeals against the refusal of planning permission, where appropriate
24. To deal with any other planning related matters that a meeting of the Full Council considers appropriate to be referred to the Planning Committee.
25. The clerk shall, in all cases, communicate the decisions of the Planning Committee to the Local Planning authority
26. Where an application is subject to an appeal, the committee is authorised to make written representation or to elect a member of the committee to attend the hearing.
27. **Review**

These Terms of Reference are be reviewed every four year term, or earlier if there are any material change