

FENSTANTON PARISH COUNCIL
PLANNING COMMITTEE TERMS OF REFERENCE

Purpose and objectives

a) To examine all applications for planning within the Fenstanton Parish area
b) To recommend approval or refusal of applications based on such relevant factors as materials, access and rights of way, vehicle parking, usage etc (as set out in the Application for Planning Permission –Town and Country Planning Act 1990)
c) To make representations, views and observations on behalf of the Parish Council, to HDC, and to do so within the allotted time span set by the HDC.
d) This committee is to report to full council its considered opinion on the main aspects of an application. This to include any project known to be, or likely to contentious in nature.
e) To recommend the best possible outcomes for the residents and the environment of Fenstanton

Membership

a) The committee should consist of a Chairman and Vice Chairman and at least four other Councillors, appointed at a meeting of the full Council. The Committee will be subject to reconstitution annually at the Annual Meeting of the Parish Council.
b) The committee is open to any other Councillor as observers.
c) The committee shall, appoint a chairman at the annual Parish Council meeting for the forthcoming year.

Decision making

a) The committee to recommend to approve, refuse, or no comment and to place suggested conditions on applications under the delegated authority of the Fenstanton Parish Council. Committee recommendations may be communicated to Huntingdonshire District Council Planning Department prior to notifying full council.
b) Such approvals, refusals or conditions shall be made by a consensus of those present at the meeting.
c) The committee shall be quorate if three or more members are present but only if either the Chair or Vice Chairman is present.

Meetings/consideration of applications

a) Meetings should be sufficiently regular to ensure planning applications are considered within the allotted time-period
b) The first meeting of the year should be held as soon as necessary
c) The decision to call a meeting shall be made by the Clerk on receipt of a Planning Application for consideration by the committee.

Reporting

a) The committee will report to the full council, either through the chairman of the committee or an attending member, at its next relevant meeting.

b) The report should consist of a very brief notification of those applications considered during the period and then, where necessary, will request the advice and views of the full council

Review

a) The performance of the committee and its terms of reference should be reviewed and evaluated annually, against the performance and objectives set out above.

Document History

Version	Action	By	Date
1.00	Draft prepared	Kevin Mitchell	06.10.20
1.01	Amended and approved	F&C Committee	03.11.20
1.10	Approved	Fenstanton Parish Council	12.11.20
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