



KETLEY PARISH COUNCIL

TERMS OF REFERENCE

PLANNING SUB-COMMITTEE

Membership

Three (3) members of the Finance Committee

Purpose of the sub-committee

The Planning Sub-Committee will have delegated powers under Part VI of the Local Government Act 1972 Section 101 to consider and make observations to the relevant body on matters of Planning

Aims and objectives

The role of the sub-committee is as follows:

- To receive and make observations on local applications for planning permission
- To receive and note decisions of the planning authorities in respect of local planning applications
- To receive and note appeals against refusal of local applications
- To receive and discuss matters relating to enforcement action or breaches of planning regulations
- To receive and note Local, Borough, County and Regional development plans and policies

Meeting arrangements and frequency

Meetings will be held bi-monthly on the second Wednesday of that month commencing at 7:00pm in the Parish Office unless otherwise stated on the agenda. A calendar of meetings will be agreed at the annual council meeting, however additional meetings may be scheduled or cancelled in accordance with business. The sub-committee chairman will be appointed by the Finance Committee. The Clerk will record meetings. Standing orders on rules of debate and on interests of members in contracts or other matters shall apply.

Quorum

A minimum number of three members of the Finance Committee are required to attend a meeting for decision-making purposes.

Reporting and accountability

The group will be a sub-committee of the Finance Committee and will refer any matters to that Committee if it is deemed significant enough to require consideration or approval.

Review arrangements

The appointment of the sub-committee will be considered at the Annual Council Meeting who may decide to alter or dissolve the sub-committee as required. The sub-committee must refer any review or proposed amendment of the Terms of Reference to the council.