



## PLANNING COMMITTEE

### TERMS OF REFERENCE

#### 1. Committee

The Planning Committee is constituted as a Standing Committee of Kirby Muxloe Parish Council.

#### 2. Members

A minimum of **five** Parish Councillors appointed annually at the Annual Meeting as voting members to include the Chairman and Vice Chairman of Council being ex officio (providing there is no conflict of interest.) The quorum of the Committee shall be three Members.

#### 3. Voting

Only the above may vote and participate at a meeting. In the case of an equal vote the Chairman shall have a second or casting vote.

#### 4. Interests

If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.

N.B. If a Member who has declared an interest then considers the interest to be prejudicial, he/she must withdraw from the room during consideration of the agenda item to which the interest relates.

#### 5. Chairman

The Chairman is to be elected annually by the Committee at their first Meeting.

#### 6. Meetings

The Committee will meet as the workload requires, with a minimum of 3 clear working days' notice given.

## **7. Terms of Reference**

To review the Terms of Reference of the Planning Committee at the first meeting of the Committee after the Annual Meeting of Council or when necessary and make appropriate recommendations to Full Council.

## **8. Responsibilities**

- i. To consider planning applications in respect of properties and developments in Kirby Muxloe and to:
  - Decide whether to support or object on the Parish Council's behalf.
  - Submit comments and recommendations on the Parish Council's behalf to the District Council as required.
- ii. To study relevant plans, visit relevant sites and consider any comments from members of the public regarding the character and infrastructure of the village before deciding whether to submit comments or recommendations of support or objection.
- iii. To ensure that any objections or recommendations are based solely on planning criteria.
- iv. To consider consultations and correspondence regarding planning issues, including the infrastructure of the village, which may have an impact on planning at local, regional or national level, and to respond on the Parish Council's behalf as appropriate.
- v. To take note of decision notices in respect of planning applications received from the District Council.
- vi. To take note of any new legislation or regulations, changes in policy or other developments affecting the planning process, and any briefings received, and to participate in any relevant training.
- vii. To liaise with the District and County Councils and any other groups, sub-groups or organisations regarding planning issues and other issues, including the infrastructure of the village and environmental improvement schemes, which might have an impact on planning.
- viii. To monitor the management, preservation and enhancement of the Kirby Muxloe Conservation area, liaising with the District Council as appropriate.

## **9. Powers of the Planning Committee**

The Planning committee shall be empowered to:

- i. To act on behalf of the Parish Council in respect of any planning issues and, in particular, to:
  - Support or object to planning applications on the Parish Council's behalf as appropriate.
  - Submit comments and recommendations regarding planning applications to the District Council on the Parish Council's behalf.

- ii. To respond on the Parish Council's behalf to consultations regarding planning issues, including the character and infrastructure of the village, which may have an impact on planning.
- iii. The Clerk shall have delegated authority to make any observations on any Planning and Licensing Applications and any other application on which the Parish Council is being consulted, where either the deadline is prior to the next meeting of the Planning Committee or where the Planning Committee meeting is either cancelled or inquorate.

The Planning Committee's Terms of Reference were adopted by full Council at its meeting held on Thursday 19<sup>th</sup> November 2020. Ref. Cou/111/20-21 and revised at its meeting held on Thursday 10<sup>th</sup> December 2020. Ref Cou/132/20-21.

These were further revised at its meeting held on 12<sup>th</sup> August 2021 Ref.....

