

**READ PARISH COUNCIL**  
**PLANNING COMMITTEE**  
**TERMS OF REFERENCE**

**OBJECTIVE**

The Planning Committee is constituted to consider and respond on behalf of the Council to all applications for planning permission and planning appeals referred to the Council by the Planning Authorities.

**MEMBERSHIP**

Membership shall consist of 3 members of the Full Council and will be elected to serve on the committee at the Annual Parish Council meeting of Read Parish Council. The quorum of the Planning Committee shall be 2 members.

**AREAS OF RESPONSIBILITY**

The Planning Committee has the delegated authority from Read Parish Council:

- To make representations to Ribble Valley Borough Council on applications for planning permission
- To make representations in respect of appeals against the refusal of planning permission
- To deal with any other planning related matter that a meeting of the full Council considers appropriate to be referred to the Planning Committee

All powers shall be exercised in accordance with any Standing Orders, or directions given, by the Parish Council.

**TERMS OF REFERENCE**

The Planning Committee members may canvas opinion for and against the application and consult with other relevant bodies to assist with fair determination of applications. On site meetings may be arranged by the Chairman of the Committee and where an on site meeting is arranged all members of the Committee and the Council shall be notified, but not all have to be in attendance.

**MEETINGS**

Planning applications shall be circulated to the Planning Committee as soon as possible after receipt by the Clerk from Ribble Valley Borough Council. The applications will be circulated to the Committee by email. Planning applications will normally be considered by email discussion. The Chairman of the Planning Committee may call Planning Committee meetings as and when necessary. The Planning Committee will decide whether they have recommendations of support or objection or no recommendation to make in relation to each Planning Application. If any two Councillors consider an application to be of great importance to the village, they may ask the Committee for a

deferral to pass the decision either to the next Full Council Meeting of Read Parish Council, or if a time regulated decision is required arrange for an extraordinary meeting to decide on the response. The Planning Committee has an obligation to ensure that all comments received prior to the meeting, from all relevant parties, applicants and objectors, for planning applications are considered at the meeting.

Where a meeting has been called it will be open to the public

### **RESPONSES**

The Parish Clerk will communicate by email detailing the Planning Committee's recommendations to Ribble Valley Borough Council and will ensure that communication arrives within the timescale for each application. 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.

### **REVIEW**

The election of committees and their terms of reference are to be reviewed annually at the Annual Parish Council meeting of Read Parish Council

*September 2016*