

# WICKHAM MARKET PARISH COUNCIL

## PLANNING COMMITTEE: TERMS OF REFERENCE



### Authority:

The Planning Committee is appointed by, and solely responsible to Wickham Market Parish Council. The Committee's duties are defined and agreed by Full Council, which may vote, at any time, to modify the Committee's powers. Meetings are to be held as and when required.

### Membership:

The Committee will consist of no fewer than three Parish Councillors and a Chair will be appointed by the Parish Council to preside over each and future meetings. Any member of the Committee can preside by agreement in the Chairman's absence. A quorum will be a minimum of three members appointed to the Committee. The Chairman of the Parish Council will have automatic membership and full voting rights. The Committee members may nominate Councillors to act as substitutes to ensure that all meetings are quorate.

All other members of the Parish Council have the right to attend the meeting and make representations on the matters being discussed within the Public Forum.

### Records of Proceedings:

The committee will meet when required to prepare responses to all routine planning matters. Written minutes will be taken to record the Committee's decisions and will be received in draft form at the next full Parish Council meeting. Minutes will be formally signed at the next relevant Planning Committee Meeting. The Parish Clerk will be responsible for arranging the recording and distribution of the minutes. All decisions will be relayed to the relevant planning authority by the Clerk.

### Responsibilities:

The committee will be granted full delegated powers to make a Council Decision regarding responses to the appropriate authorities. It will therefore have the delegated authority to act as per the items below:

- a) To consider and provide a response, to the relevant Planning Authority, to all planning applications when notified under the Local Government Act 1972 Section 20, Schedule 16 or not, regardless of their size, controversial nature or effect on the parish.
  - In considering matters before it, the committee will have mind to:
    - material considerations which includes referring to particular policies that East Suffolk Council have adopted within their Local Plan
    - policies within the Wickham Market Neighbourhood Development Plan which is in the process of being adopted by East Suffolk Council.
    - National Planning Policy Framework:  
<https://www.gov.uk/government/publications/national-planning-policy-framework--2>
- b) To comment on licences when requested so to do.
- c) To comment on street naming where requested.
- d) To report to East Suffolk Planning Department possible breaches of planning policy within Wickham Market that may be considered for enforcement action.