



# Acaster Malbis Parish Council

## **STANDING ORDER SO/2017/01 – 12 JUNE 2017** **TERMS OF REFERENCE - PLANNING COMMITTEE**

### **1. PURPOSE OF THE COMMITTEE:**

To consider planning applications and appeals received by City of York Council (CoYc) that directly relate to the Parish and agree a response for the Clerk to make on behalf of the Parish Council.

### **2. THE PLANNING COMMITTEE:**

- a) The Parish Council consists of the Chairman, the Vice-Chairman and the five other members of the full Council.
- b) The Parish Council delegates powers to the Planning Committee to act on behalf of the full Council in relation to the defined Terms of Reference.
- c) The Planning Committee to consist of three Parish Councillors but if not all available for meetings any other member of the full Council can attend to ensure the meeting is quorate.
- d) The three Councillors to be elected annually at the Annual Council meeting.

### **3. PROCEDURE AND MEETINGS:**

- a) Planning Applications etc. to be considered at a full Council meeting providing the meeting is within the timescale of the CoYc **OR**
- b) Under the Planning Committee's delegated powers to ask the Clerk to enquire if CoYc are prepared to allow an extension of the timescale should this be deemed necessary. **OR**
- c) The Planning Committee under its delegated powers to hold a Planning meeting, if necessary, and the Clerk to issue an Agenda to be displayed on the village notice boards and the website showing time, date and venue. The Planning Committee, where necessary, informs the Applicant of the meeting in order to get their permission to have access onto the Applicant's land.
- d) The Clerk to submit the Planning Committee's observations on behalf of the full Council to CoYc within the agreed timescale.
- e) Minutes of the meeting will be recorded by the Clerk and at a full Council meeting the Minutes once agreed, to be signed by the Chairman and entered into the Minute Book and onto the website. **OR**
- f) If the Planning Application/Appeal is considered controversial, on a large scale or is seen to have an impact on the village and/or its residents and a decision is required that is not within the timescale of the full Council the Planning Committee to agree with the Chairman and two other councillors a date for a full meeting of the Council and the Clerk to issue an Agenda to be displayed on both village notice boards and the website.

### **4. OTHER DUTIES:**

The Planning Committee have delegated powers to receive notification of any licensing applications and make observations where necessary. The Planning Committee endeavours to ensure that no liquor is sold outside the Applicant's permitted trading hours according to the times stated within its Planning Permission. Should any breaches occur to report to the Clerk who in turn contacts the relevant Authority.

5. These Terms of Reference may only be modified by means of a resolution of the full Parish Council.

NB Any personal details with regard to Planning Applications and/or Appeals will only be held on the computer until matters are concluded. This is in line with our Privacy Notice on the Parish Council's website. No details will be disclosed to another Party without the permission of the person(s) concerned.

**Amended by resolution of the Parish Council 12 March 2018.**