

1. GENERAL

- 1.1. The Planning Committee shall consist of a minimum of three councillors, appointed by Wickham Bishops Parish Council.
- 1.2. If any of the appointed councillors are not available to attend a meeting of the Planning Committee, the Chairman of the Parish Council shall nominate another councillor.
- 1.3. The Planning Committee shall elect its own Chairman.
- 1.4. Where the Planning Committee thinks it necessary, it shall visit the sites of applications received from Maldon District Council and arrange for notification cards to be delivered to neighbours who might be affected by a planning application.
- 1.5. The Planning Committee shall consider all applications received from Maldon District Council that cannot be considered at a meeting of the Parish Council and that are not outside the Planning Committee's authority, as defined in Section 2.
- 1.6. The Planning Committee shall delegate to the Clerk all such applications as defined in Section 3.
- 1.7. To accommodate an application at the next appropriate meeting, an extension to the application's Comment Return Date may be requested by the Chairman of the Planning Committee or by the Clerk.
- 1.8. Applications for the Planning Committee's consideration will be published on the agenda of the next Planning Committee meeting and displayed on the Parish Council noticeboard at least three clear days prior to the meeting, by the Clerk.
- 1.9. The Planning Committee's decisions will be reported direct to Maldon District Council's Planning department and to all Parish Councillors. This may be done by the Chairman of the Planning Committee or by the Clerk.

2. ITEMS OUTSIDE THE PLANNING COMMITTEE'S AUTHORITY

- 2.1. In the following cases the Planning Committee shall refer planning applications to the full Wickham Bishops Parish Council:
 - applications for a new dwelling;
 - applications of a commercial nature.
- 2.2. Applications for the full Parish Council's consideration will be published on the agenda of the next Parish Council meeting and displayed on the Parish Council noticeboard at least three clear days prior to the meeting, by the Clerk.
- 2.3. The Parish Council's decisions will be reported direct to Maldon District Council's Planning department. This may be done by the Chairman of the Planning Committee or by the Clerk.

3. ITEMS DELEGATED TO THE PARISH CLERK

3.1. The Planning Committee shall refer to the Clerk:

- Applications for a Lawful Development Certificate (“permitted development”);
Where the Clerk concludes the application is non-contentious, the Clerk shall advise the Planning Authority that the Parish Council has ‘No Further Comment’.
- Applications for works to trees and/or hedges covered by a Tree Preservation Order;
The Clerk shall consult the Tree Warden on all TPO applications. Where the Clerk concludes the application is non-contentious, the Clerk shall advise the Planning Authority that the Parish Council ‘Recommends Approval’.
- Applications for changes of appearance to a listed building;
Where the Clerk concludes the application is non-contentious, the Clerk shall advise the Planning Authority that the Parish Council has ‘No Further Comment’.

In all cases, the Clerk shall refer contentious applications back to the Planning Committee for consideration.

Approved and Adopted by Wickham Bishops Parish Council.

Signed:

Date: