

## 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 Chairman and the Clerk consider an application likely to be contentious, the application shall be referred back to the Full Council for consideration.
- 1.5. The Planning Committee shall otherwise consider all applications received from Maldon District Council that cannot be considered at a meeting of the Parish Council, and 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. Decisions taken by the Clerk or by the Planning Committee in accordance with these Terms of Reference, shall be as though taken by the Full Council.
- 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. 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.
- 1.10. All Planning decisions will be reported to Maldon District Council's Planning department and to all Parish Councillors and Ward Members. 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. When timing permits, in the following cases the Planning Committee shall make recommendations to the full Wickham Bishops Parish Council for further consideration:

- applications for multiple new dwellings within a single site;
- applications of a commercial nature.

## 3. ITEMS DELEGATED TO THE PARISH CLERK

3.1. The Planning Committee shall delegate 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, Ward Members and Planning Committee Chairman that the Parish Council has ‘No Objection’.
- 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, Ward Members and Planning Committee Chairman 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, Ward Members and Planning Committee Chairman that the Parish Council has ‘No Further Comment’.

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

## 4. MEMBER CALL-IN PROCESS

4.1. Any Councillor voting on an application may move to request a Member Call-In. Where the motion is carried, the Clerk shall request the District Councillor accordingly that *‘should the Planning Officer be minded to decide against the Parish Council’s recommendation, Members are asked to call-in the application for determination by Committee’*.

Approved and Adopted by Wickham Bishops Parish Council.

Signed:

Date: