

## **TERMS OF REFERENCE PLANNING COMMITTEE**

### **MEMBERSHIP**

Any member of the Parish Council is eligible become a member of the Planning Committee.

The minimum membership shall be four.

A quorum shall be three.

When the Council becomes aware that, due to the anticipated non-attendance of members, a planning meeting will not be quorate it may co-opt another Councillor to serve in the meantime, who would not normally serve on the planning committee.

All members of the planning committee have voting rights.

A chairman shall be elected annually at the main Council meeting.

### **RESPONSIBILITIES**

The committee shall be responsible for considering all matters relating to planning applications within the parish of Sonning and, on occasion those relating to adjoining parishes.

To review Local Development Documents submitted by the local planning authority as and when required.

The Planning Committee may canvas opinions for and against applications to assist with fair determination of applications.

Where an application is subject to an appeal the committee are authorized to make written representation, where possible under legislation, and/or elect a member to attend the meeting and speak on behalf of the Council.

All correspondence shall be conducted through the Clerk to the Council wherever possible.

Minutes of all meetings to be kept by the Clerk and forwarded by e-mail to all members of the Council.

### **MEETINGS**

These shall be held on the Wednesday of the week following the main Council meeting and on the Monday of the week prior to the main meeting but may be changed when required.

A minimum of three clear days' notice of these meetings is required.