

CHIDEOCK PARISH COUNCIL

PLANNING COMMITTEE

TERMS OF REFERENCE

1. The Planning Committee is a committee of the Parish Council and its membership consists of all members of the parish council.
2. Planning applications will either be dealt with as an agenda item on the full council meeting or as an agenda item on the planning Committee. The planning committee shall have full delegated powers to deal with planning applications without further reference to the full council meeting.
3. On occasions very minor planning applications need to be dealt with by the council. Where ever possible these applications will be dealt with by either the full council or the planning committee, however, to save the need to call a meeting of the above to deal specifically with such an item the item will be referred to the chairman of planning by the Clerk to know if the item can be dealt with under delegated powers. If the chairman feels that this is a non controversial item he will ask the clerk to communicate the application to all Councillors. Providing none of the councillors are against the item being dealt with under delegated powers a notice will be displayed on the notice board asking anyone with a comment to contact the clerk within a set period. At the end of that period the clerk will convey any comments to the councillors and, where applicable, will use his/her delegated powers to deal with the applications. It should be noted that only an officer of the council can be given this power under these circumstances.
4. The planning committee, when it meets, shall deal with any correspondence appertaining to planning and highway maintenance matters.
5. The planning committee shall have the delegated power to sanction the payment of invoices that have already been budgeted for by the council. Such items would include hall hire, salaries, travel expenses and invoices that, if they were delayed, would possibly result in interest being charged to the council or the withdrawal of services for non-payment.
6. The Finance & General Purposes committee shall also have the authority to sanction small expenditures which cannot be delayed until the next full Council Meeting.