



Planning Committee Terms of Reference

The Planning committee will aim to be objective, consistent, unbiased and structured. It should always act within its powers. It will always try to represent the local interests of the majority of residents with reference to the Farnsfield Neighbourhood Plan and the planning policy of Newark & Sherwood District Council as defined in their Local Development Framework .

Membership and Operation

1. The Committee comprises of four councillors confirmed at the Annual Council meeting.
2. The Chairman and Vice-Chairman of the Council are ex-officio members with full voting rights.
3. The quorum will be all four of the committee members.
4. Changes in membership to be approved by full Council.
5. The Committee will meet as required, giving three clear days' notice of all decision making meetings.
6. The Chairman is appointed by full Council and will have a casting vote in the event of a tied vote.
7. The Committee will give a report after each meeting to the following full Council meeting.
8. The Committee is governed by Farnsfield Parish Council's Standing Orders, Financial Regulations and Code of Conduct and all other relevant policies.

Powers and Responsibilities

- To consider all planning applications.
- To study relevant plans, visit relevant sites and consider any comments from members of the parish before coming to a decision.
- To ensure applications are compliant with the Farnsfield Neighbourhood Plan.
- To consider whether to canvass opinion for and against applications.
- The Committee has delegated powers to consider all planning applications and to respond to them on behalf of the Parish Council.

N.B As a last resort, only in extreme or unusual circumstances, where a public meeting cannot be arranged in time to consult on individual planning applications, the Clerk and Chairman of the Planning Committee will have the authority to discuss applications and agree a decision with consultation, verbally or by email, with the rest of the Planning Committee.

- A record of all planning applications, the responses of the Parish Council and the decisions taken by the planning authority will be on the attached pro-forma (appendix 1).
- The Chairman of the Planning Committee is responsible for submitting responses to the Planning Authority.
- To ensure that all relevant parties are given an adequate hearing if they request this in accordance with the Council's standing orders.
- To ensure that any objections or recommendations are based solely on planning criteria.
- To consider environmental aspects when considering planning applications.
- To monitor the general environment of the parish and report to the planning authorities any potential planning breaches.
- To respond on behalf of the Parish Council when a time sensitive response is required.
- To respond to all consultations regarding planning issues or issues that will have an impact on planning. The Committee is authorised to make written representation or to elect a member to attend the hearing.



- To attend planning training sessions as offered by the planning authority and to read all relevant documentation to ensure that the Committee is aware of current legislation and regulations.

Declarations of Interest – Guidance Notes

Proximity to any Planning Application is not necessarily a reason to declare an interest. This could lead to other residents in that area without any representation. The Councillor must be able to confirm that their proximity will not bias any decision.

Familiarity with the applicant is not necessarily a reason to declare an interest. The strength of any relationship is a matter of judgement for the individual committee member. The Councillor must be able to confirm that their familiarity will not bias any decision.