



## **Planning and Licensing Committee Terms of Reference**

The Planning and Licensing 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 community with reference to the Farnsfield Neighbourhood Plan and the planning policy of Newark & Sherwood District Council as defined in their Local Development Framework. It will also consider licensing applications.

### **Membership and Operation**

1. The Committee comprises 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 three 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 and licensing 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 and licencing 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 applications, the Clerk and Chairman of The Planning and Licensing Committee will have the authority to discuss applications and agree a decision in consultation, verbally or by email, with the rest of The Planning and Licensing Committee.
- To maintain a record of all applications considered, the responses of the Parish Council and the decisions taken by the planning authority.
- The Chairman of The Planning and Licensing Committee is responsible for submitting responses to the relevant Planning or Licensing 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 or licencing criteria.
- To consider environmental aspects when considering applications.
- To monitor the general environment of the parish and report to the relevant authorities any potential planning or licencing breaches.
- To respond on behalf of the Parish Council when a time-sensitive response is required.
- To respond to all consultations regarding planning or licencing issues or issues that will have an impact on planning. The Committee is authorised to make written representation and/or to elect a Councillor or the Clerk to attend to speak on behalf of the Council at a hearing.
- To attend planning training sessions as offered 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 a site or property which is the subject of any Planning or Licencing 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.