



Stanway

Parish Council

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PLANNING COMMITTEE – TERMS OF REFERENCE

1. The Committee shall be made up of four members minimum and seven members maximum of the Parish Council and appointed members as approved by the Parish Council (noting that appointed, unelected members will have no vote).
2. The purpose of the Committee is to:
 - Deal with and respond to Planning Applications received from the Borough and County Councils.
 - Respond to correspondence relating to the Planning Committee.
 - Respond to consultations with regard to Planning Matters on behalf of the Parish Council as appropriate.
3. The Committee Clerk will issue the summons for all Committee meetings and prepare the agenda with such supporting documents that are required to inform each agenda item. Following each meeting, the Committee Clerk will produce the draft minutes and carry out any instructions, new initiatives and any other actions arising out of the meeting, reporting the outcomes of the same to the next meeting of the Committee.
4. The Committee and its members shall conduct its business in accordance with the Parish Council's Standing Orders, Financial Regulations and Code of Conduct, in addition to complying with ICO, GDPR and other externally mandated regulations that are applicable to Public Authorities.

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