

**Rotherfield Peppard Parish Council**  
**Terms of Reference: Planning Committee 2015-16**

**Planning Committee**

Members: All members of the Planning Committee must be Parish Councillors  
Appointments: Planning Committee Chairman and members appointed by Parish Council  
Parish Council Chairman is ex-officio member with full voting rights  
Quorum: 1/3 of members – with a minimum of 3 members  
Meetings: Twice per calendar months to allow responses within required timescales.

**Responsibilities:**

1. To execute its Delegated Powers (as below) according to RPPC Code of Conduct and standing orders.
2. To report activities to full Council on a periodic basis
3. Minutes of meetings to be distributed to all members of the Parish Council and to be received at the following Planning Committee meeting and signed by Committee Chairman (or person chairing the meeting).

**Delegated Powers:**

1. The committee shall receive, consider and respond to planning applications from the Local Planning authorities
2. Will consider all matters relating to Listed Building consents, buildings of special interest, historic buildings and buildings in the conservation area, Local development framework, Tree Preservation Orders, Street naming and numbering.
3. To identify, comment upon, and refer to the relevant authorities any matters considered to be in breach of planning permission.
4. To comment upon and monitor Tree Preservation Orders, and to seek approval for further TPO's if deemed necessary.
5. To respond to all relevant consultation documents relating to planning and associated matters.
6. The committee is authorized to appoint advisers as and when necessary to assist in its work.

**Conditions:**

1. Unless otherwise permitted by the Chair of Planning (or in her/his absence the member chairing meeting) only Committee members who are familiar with the application plans and/or have attended a site visit for an application prior to the meeting may vote on that application. Members who are unfamiliar with the plans must abstain from the vote.

These Committee Terms of Reference were adopted by Rotherfield Peppard Parish Council at its meeting on May 18<sup>th</sup> 2015.

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Chairman.

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Date