

**HATHERSAGE PARISH COUNCIL
COMMITTEE TERMS OF REFERENCE**



Planning Committee

Version	Status	Date
02	Reviewed	July 2023 – Planning Committee
01	Not recorded	Not recorded

Reviewed	Date	Next review
	May	2024

1. Committee

- 1.1 The Committee will consist of at least five voting Hathersage Parish Councillors with one substitute Councillor nominated. The Chair and Vice Chair of Hathersage Parish Council are ex-officio members of all Parish Council Committees.
- 1.2 The Parish Clerk or Assistant Clerk shall attend all meetings and minute proceedings and resolutions.
- 1.3 The Committee has the power to co-opt specialists from external organisations and/or with professional expertise as it sees fit. There shall be no more than two co-opted members serving on the Committee at any one time.
- 1.3 The quorum is three Parish Council Councillors.
- 1.4 The Committee should, after the start of the Council year, appoint its Chair and Vice Chair from the Councillor members of the Committee.
- 1.5 In the case of a matter being put to the vote, only the Parish Councillors have the right to vote.

2. Meetings

- 2.1 Meetings will be held as needed, when circumstances dictate. Any Parish Councillor may instruct the Clerk to call a meeting.
- 2.2 Notice of meetings must be given in accordance with current regulations for Parish Council and shall provide three clear days' notice.
- 2.3 Time shall be set aside at the beginning of all meetings for members of the public to make representations, answer questions and give evidence at a meeting.
- 2.4 All meetings shall be minuted, and the minutes approved by the Committee at its next meeting. Draft minutes shall be published on the Parish Council website within ten clear days of the meeting.
- 2.5 The acts and proceedings of the Committee shall be submitted to the Parish Council for confirmation except where the Committee acts under powers delegated to it by the Parish Council, when its acts and proceedings shall be submitted for report only. This report may be by way of submission of the Committee's minutes to the Parish Council. The Parish Council may note a minute to be "not received" as a mark of disapproval of the Committee's action; otherwise the Parish Council is deemed to have approved the Committee's actions.
- 2.6 All powers listed in this document are delegated to the Committee except where there is a requirement to submit a recommendation to the Parish Council. All delegated powers shall in any event be subject to the condition

that either a major departure in policy or principle or any major formation of new policy or principle which would affect the use of the Parish Council's resources or conflict with the provisions of the Parish Council's policy plan shall be submitted to the Parish Council. In all cases the Committee, when exercising its delegated powers, shall act in accordance with standing orders and financial regulations and shall give effect to any resolution of the Parish Council upon matters of policy and principle. In case of doubt or difficulty the Committee shall submit the matter concerned to the Parish Council for approval.

3. The Purpose of the Committee

- 3.1 To discuss planning issues in the Parish of Hathersage
- 3.2 To respond to Planning Application Consultations on behalf of Hathersage Parish Council.
- 3.3 To receive Notifications of planning decisions made by the Peak District National Park Authority

4. Accountability

The Planning Committee has the approval of Hathersage Parish Council to make decisions in connection with planning, with the exception of matters of a financial nature.

5. Consultation

The Planning Committee has the approval of Hathersage Parish Council to consult other agencies where appropriate.

6. Expenses

Room hire if necessary.

7. Reporting

Residents to be informed of the committee proceedings through reports to Hathersage Parish Council and to be displayed on the Hathersage Parish Council website.

8. Review

These terms to be reviewed annually.

History of changes

Version	Date	Change detail
01	Not recorded	Not recorded
02	17 July 2023 Planning Committee	The ToR was reviewed by the Planning Committee and the following amendments recommended to full Council: <ul style="list-style-type: none">▪ Committee membership increased to five councillors▪ Limit number of co-opted members to two▪ Gender neutral pronouns added▪ 'Councillor' replaced 'member'