



**Great Horwood
Parish Council**

Great Horwood Parish Council

PLANNING COMMITTEE: Terms of Reference

*Adopted at a Meeting of Great Horwood Parish
Council on 9th December 2019*

1. GENERAL

- 1.1 The Planning Committee shall be a Standing Committee of the Parish Council appointed each year at the Annual Meeting of the Council in accordance with the Council's Standing Orders.

2. RESPONSIBILITY

- 2.1 The Planning Committee shall have delegated responsibility from the Council for considering and responding on behalf of the Council to all planning applications referred to the Parish Council by Aylesbury Vale District Council (AVDC)¹.
- 2.2 The Clerk shall receive all planning application references from AVDC and circulate them to Committee Members. Individually, each member shall consider each application and make his response by email to all members of the Planning Committee and to the Clerk.
- 2.3 The Clerk shall collect and summarise the individual responses, and enter them in the Planning Book. He shall complete and submit the AVDC Comment Form for each application, or if the response is detailed and requires a letter the Clerk shall draft this and submit it to AVDC by email. He shall ensure that all applications are responded to in a timely manner.
- 2.4 In the event that there is a split decision the Chairman shall endeavour to arrive at a response acceptable to the majority of the

¹ Note. From 1 April 2020 AVDC will be replaced by Buckinghamshire Council, and after that date all references in this document to AVDC will refer to Buckinghamshire Council.

Planning Committee. If the decision is still split the Chairman shall have the deciding vote.

- 2.5 If any application is significant and of public interest, the Planning Committee shall prepare advice for the Council and the application shall be considered at the next full meeting of the Council.
- 2.6 In the case of a recommendation to AVDC not being accepted by AVDC, the Committee shall agree upon representation at any resultant meeting of AVDC's Development Committee.
- 2.7 The committee may also consider more widespread planning issues affecting the Parish and make suggestions and/or recommendations for consideration by the Council.

3. MEETINGS

- 3.1 Each month in which there is a meeting of the Parish Council, the Clerk will prepare a schedule of all applications together with the responses of the planning Committee and, when available, the decision by AVDC. This shall be a specific item on the Parish Council meeting agenda.
- 3.2 If a meeting of the Planning Committee is required, it will be arranged at a mutually convenient time. In this instance, a Summons and Agenda shall be issued before each separate meeting of the Committee and draft minutes will be issued following the meeting for ratification at the next meeting.
- 3.3 The Standing Orders of the Council shall apply to all proceedings of the committee.

4. MEMBERSHIP

- 4.1 The Planning Committee shall consist of the Chairman and Vice Chairman of the Council plus a minimum of two other Members of the Council. These latter Members shall be elected each year from the remaining members of the Council. Annually, the Planning Committee shall elect a Chairman from among its members.