

WALDRINGFIELD PARISH COUNCIL
PLANNING SUB-COMMITTEE
TERMS of REFERENCE

INTRODUCTION

The sub-committee is established to consider all aspects of Planning, and to consider planning applications before the council as a statutory consultee.

MEMBERSHIP

The sub-committee is to comprise a minimum of two members of the Parish Council and the Chairman who will be elected annually at the Statutory Annual Meeting of the Parish Council.

Two members of the Committee will constitute a quorum. Members with a pecuniary or non-pecuniary interest in any of the subject matter will not participate in the committee consideration of the application at issue.

Where two members are unable to participate, the full council will consider the application.

The committee may co-opt additional members and non-members (such as the Tree Warden).

Meetings of the sub-committee will occur as and when required to consider applications before the Council or other planning related statutory consultations.

RESPONSIBILITIES

1. To advise the full Parish Council on matters relating to planning applications, planning policy consultations and planning policies of the Council.
2. Where appropriate, the sub-committee members may conduct site visits and attend pre-consultation meetings with applicants if requested, attend policy briefing forums and training.
3. To produce a report to Council outlining information/findings for the Council to consider on planning applications under consultation at the appropriate meeting. The report will be published with the PC meeting agenda as a supporting document.
4. To represent the Council at planning appeals and hearings.
5. To report to Full Council developments in the area of planning policy.
6. To produce the response to the planning consultations on the instruction of Council.

DELEGATION

This sub-committee has no delegated powers and must receive the approval of full Council to act on behalf of the council.

If there are urgent planning matters that the sub-committee deem require Council action between meetings, the sub-committee members may request approval of council via email, to be ratified at the next meeting of full council.

Approved by Council 12 May 2026.