



Prestbury Parish Council

PLANNING COMMITTEE

TERMS OF REFERENCE – ADOPTED ON 9.10.2019

1. OBJECTIVE

Prestbury Parish Council is a statutory consultee to the Local Planning Authority (Cheshire East Council) for all planning applications that relate to the Parish area.

The Planning Committee is constituted as a standing committee to consider and to respond on behalf of the Council in respect solely of such planning applications.

2. MEMBERSHIP

Membership shall consist of no less than five Council members elected annually along with the Chairman and Vice Chairman of the Parish Council in a ex-officio capacity.

A quorum shall consist of three members.

3. RESPONSIBILITY

The Planning Committee has the delegated authority from Prestbury Parish Council:

- a) To make representations to the Local Planning Authority on applications for planning permission which have been notified to the Council;
- b) To make representations in respect of appeals against the refusal of planning permission;
- c) To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations;
- d) To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure;
- e) To deal with any other planning related matter that a meeting of the Full Council considers appropriate to be referred to the Planning Committee.

4. PLANNING APPLICATIONS

Planning applications shall be noted in each agenda and applications may be viewed on the Planning Portal of Cheshire East Council.

5. MEETINGS

The Planning Committee shall meet every third week and the calendar of meetings shall be confirmed at the first meeting after the Annual Meeting of Prestbury Parish Council.

The Parish Clerk or the Chairman of the Planning Committee may call additional Planning Committee meetings as and when necessary to ensure that all Planning Applications received can be discussed and replied to within the timescale.

The Parish Clerk also has delegated authority to contact Cheshire East Council to request an extension to any deadlines the Planning Committee may not be able to meet.

The Planning Committee has an obligation to ensure that any comments received, prior to the meeting, from any relevant parties, applicants and objectors, for planning applications (not including enforcement notices) are considered at the meeting.

Minutes of all meetings will be recorded by the Parish Clerk or by any member nominated at the meeting and circulated at the Full Council meetings. All planning applications, the responses and eventual results shall be noted in the minutes of Full Council.

6. RESPONSES

The Parish Clerk will communicate to the Local Planning Authority the Committee's decision in respect of applications considered. Ward Councillors is to be receive all minutes. Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing. Wherever possible, a member of the Planning Committee is to be nominated to attend Planning Authority's Committee meetings, as necessary. All correspondence should be conducted through the Parish Clerk.

7. REVIEW

These terms of reference are to be reviewed annually at the annual meeting of Prestbury Parish Council.