

# COLTISHALL PARISH COUNCIL

## Planning Committee

1. Membership. The Planning Committee shall consist of 5 Councillors. Such membership to be confirmed on an annual basis at the Annual Meeting of the Parish Council. The Chairman of the Parish Council is a member *ex officio*.
2. Chairman. On its inception, the Chairman of the Planning Committee will be elected by those Councillors identified as having responsibility for Planning at the Annual Meeting of the Parish Council. The Chairman shall serve a term up to the next Annual Meeting where a new election will take place. In the event of the Chairman's resignation in-year, the members of the Committee will elect a replacement Chairman from among their number or any new members who will serve on the same basis.
3. Quorate Number. The Committee shall be deemed quorate upon the attendance of no fewer than 3 Councillors who are members of the Planning Committee.
4. Frequency of Meetings. The Planning Committee shall meet on the first Monday of any month in which a full Parish Council meeting is not taking place. It *may* meet in full Parish Council months if the Chairman so decides, in which case it will meet before or after the full Parish Council meeting. It shall have regard to time limits issued by either by the District Council and Broads Authority as the determining authority and may meet on an extraordinary basis if time limits require it to do so. Where the first Monday of the month is a Public Holiday, the Planning Committee will meet on a near date as agreed by its members.
5. Public notification. Public notice of the agenda of at least 3 clear days will be given on the Parish Council website and on the Village Hall notice board for all Planning Committee meetings.
6. Areas of Responsibility. The following topics shall be deemed to fall within the responsibility of the Planning Committee:

Perusal of planning applications and enforcements received by the District Council and Broads Authority and submission of comments thereon.

It is noted that the Parish Council is a statutory consultee only and as such has no powers of determination in relation to any planning application.

The Planning Committee will aim to submit all comments to the District Council within the prescribed timescale unless prior agreement to an extension has been agreed by the relevant Authority.

Adopted by Coltishall Parish Council on 4<sup>th</sup> September 2017.

Signed.....

Chairman of Coltishall Parish Council