



## Terms of Reference - Feock Parish Council Planning Committee

The Committee will consist of 6 members, ideally 2 from each ward. The Committee's Chair and Vice will be elected at the first meeting of the Committee following the Parish Council's annual meeting. The Committee quorum shall be 3 members.

The Assistant Parish Clerk will attend the committee meetings and take minutes which will be published on the Council's website.

The Parish Clerk has the delegated authority to comment on planning applications in the absence of a Planning Committee.

### The Committee will undertake the following roles and functions:

- To consider all individual planning applications submitted within the parish and provide a consultee comment under delegated authority to Cornwall Council. Procedure for dealing with planning applications detailed on the attached document.
- To reply to 5 day Local Council Protocol procedure communications from Cornwall Council. A response will be decided via email by a minimum of 2 committee members, usually the Proposer and Seconder of the original consultee comment.
- To send a representative of the committee to speak in reference to an application that the Parish Council has asked for determination at a Cornwall Council Planning Committee meeting.
- To comply with GDPR the Committee and Assistant Clerk will delete all electronic records and destroy all paper copies of correspondence relating to planning applications as soon as Cornwall Council has decided the application and the Parish Council's consultee comment has been formally ratified in the minutes of a planning committee meeting.

### Decision Making Legal Advice (for noting)

Members have received training on the Code of Conduct, predetermination, and bias and therefore, will be aware of their responsibility to determine planning applications based on the information before them at the meeting.

Members are reminded that the decision-making role must be approached with an open mind as to the merits of the arguments for and against the application, which they must consider before making a final decision at the meeting.

Members are further advised that they must not predetermine, or be seen to have predetermined, the outcome of an application and that the information they receive at the meeting is therefore the basis on which they should make their decision.

Therefore, whilst Members will have reviewed details of the application prior to the meeting and provided initial thoughts to enable a draft consultee comment to be taken to the meeting, this draft may be amended as appropriate following debate at the meeting.

Adopted	Committee meeting – June 2025	Minute ref: 1378/3	To be reviewed	Annual meeting – May 2027	Minute ref:
To be reviewed	Annual meeting – May 2026	Minute ref:	To be reviewed	Annual meeting – May 2028	Minute ref:

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### Process for consideration of planning applications by the Planning Committee:

1. Notification of a planning application for consultee comment received from Cornwall Council
2. Application details are posted on the Parish Council's website and Facebook page. On the website, the application will be listed under 'Current Planning Applications,' along with instructions on how to submit comments to the Parish Councillors.
3. Each Monday, a list of the week's planning applications is emailed to committee members, along with any comments received from the public, neighbours, applicants, agents, etc. This allows members to review the application details, discuss them via email throughout the week, and share their initial thoughts.
4. On the following Monday, the Assistant Clerk drafts an initial consultee comment based on the email discussion from the previous week, which is then managed in one of the following ways:
  - If the application is deemed non-controversial and aligns with NDP planning policy, and the deadline for the Parish's consultee comment prevents the application from being discussed at the next scheduled planning meeting, the comment will be submitted to Cornwall Council (with committee members' approval via email) and will be ratified at the next committee meeting.
  - If the application is considered non-controversial and complies with NDP planning policy, and the deadline for the Parish's consultee comment permits it to be included on the agenda for the next planning committee meeting, the draft comment will be added to the Schedule A list for that meeting. The drafted consultee comments on Schedule A may then be proposed, seconded, and approved collectively
  - If the application is deemed to require further discussion — for example, when members of the public or neighbours have submitted comments, when applicants or agents have expressed a desire to attend and speak at the planning meeting, or when a Parish Councillor has indicated the need for further consideration — the draft comment will be added to the Schedule B list for that meeting. After public participation and subsequent debate, the Schedule B draft consultee comments may be amended as needed and then proposed, seconded, and approved individually.

(During the meeting, a decision will be made on whether any of the applications need to be moved to the other list.)

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