

## **Terms of Reference for the Feock Parish Council Planning Committee**

The Committee will consist of all Parish Councillors.

The Committee's Chair and Vice will be the Chair and Vice Chair of the Parish Council.

The Committee quorum shall be 5 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 shown on the attached flowchart.
- 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.

## Process for consideration of planning applications by the full Parish Council

