

# **Lubbesthorpe Parish Council**

## **Planning Committee Terms of Reference (TOR)**

### **Membership**

Membership of the committee shall be decided at the Annual Parish Council meeting each year.

A quorum at each meeting shall be 3 members.

The Chairman of the Planning Committee will be elected by the committee at its first meeting after the annual Parish Council meeting.

### **Frequency of Meetings**

The committee shall meet once a month on the 4<sup>th</sup> Monday of the month at 6.30pm or when required. The meeting can be requested by full Council, the Clerk or the Committee.

### **Record of Meetings**

Meetings will be minuted by the Clerk or a member of the committee.

The committee shall ensure that a written record of each meeting is forwarded to the next Parish Council meeting.

### **Delegation from the council**

The committee will have decision making delegation as agreed at the Council meeting on 21<sup>st</sup> June 2021

### **Responsibilities and Functions of the Committee**

- To review planning applications from Blaby District Council.
- Documents associated with the application shall be studied by the members of the planning committee before the planning committee meeting.
- If necessary, site visits should be made. At least 2 members should make site visits to enable a balanced opinion.
- To decide to support, object or abstain to the planning application.
- To submit comments and recommendations on the Parish Council's behalf to Blaby District Council

Adopted by the Planning Committee September 2021