



# Ashington Parish Council

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## **PLANNING COMMITTEE TERMS OF REFERENCE**

The Planning Committee is constituted as a Standing Committee of Ashington Parish Council. The committee is delegated to consider and to respond on behalf of the council to all applications for planning permission and planning appeals referred to the council by the Local Planning Authority.

The committee duties are defined and agreed by the full council, which may vote, at any time, to modify the committee's duties.

### **1. Membership of the Planning Committee**

- a. Membership of the committee will be decided at the Annual Parish Council Meeting in May each year.
- b. The committee shall consist of 5 members of the parish council.
- c. The Chair (and Vice-Chair if required) of the committee will be elected by the committee membership at its first meeting after the Annual Parish Council Meeting.
- d. The committee shall be subject to a quorum of three of its members. Substitute members (who must be councillors) are permitted if the meeting will be inquorate, providing statutory notice has been given, and in consultation with the Clerk.
- e. All members will have voting rights.
- f. All councillors not elected to the Planning Committee may attend and participate in the public session of the meeting but shall not be entitled to vote.

### **2. Meetings**

- a. All meetings of the Planning Committee will be convened in accordance with the parish council's standing orders.
- b. Meetings to be convened as per the schedule of meeting dates agreed at the Annual Parish Council Meeting.
- c. Extraordinary meetings may be arranged as necessary.
- d. Meetings will be minuted by the Clerk / RFO or a member of the committee.
- e. Minutes to be presented to the next available ordinary meeting of the council.

### **3. Delegated Powers and Responsibilities**

The Planning Committee has the delegated authority of Ashington 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 ensure that any comments received, prior or at the meeting, from relevant parties (applicants and objectors) are considered at the meeting.
- e. To consider and respond to other planning related consultations.
- f. To monitor, review and where necessary, make recommendations to the council for amendments to the planning consultation procedure.
- g. To deal with any other planning related matter that a meeting of the full council considers appropriate to be referred to the Planning Committee. All powers shall be exercised in accordance with any Standing Orders, or directions given by the parish council.
- h. Where an application is subject to an appeal, the committee is authorised to make written representation and to elect a member of the committee to attend the hearing.

The committee may decide not to exercise delegated responsibility and may instead make recommendations to full council.

### **4. Planning Responses**

- a. The Clerk will communicate to the Local Planning Authority the committee's decision in respect of applications considered.
- b. 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.

**Ashington Parish Council Planning Committee - Terms of Reference**

**First adopted 9th May 2024**

**Annual review every May (Annual Parish Council Meeting)**

**Reviewed 14th May 2026**