

## **Hadnall Parish Council**

### **Planning Sub-Committee**

#### **Terms of Reference**

1. Role
  - 1.1 The role of the Planning Sub-Committee is to review and make comments on planning applications received by the Local Planning Authority which are relevant to Hadnall Parish and its surrounding area on behalf of Hadnall Parish Council.
  - 1.2 Any review and comments made will reflect the wishes of the residents of Hadnall Parish as defined in the current 'Hadnall Parish Plan', or any amendments to that plan relevant at the time.
  - 1.3 The sub-committee will meet on an 'as and when' required basis.
  - 1.4 The review and comments made should be sent to the Parish Clerk in sufficient time to allow, if necessary, any legal or financial advice to be given and for the response to be forwarded to the Planning Authority within the time limits given.
  - 1.5 In the event of a planning application, the neighbours should be contacted and a site visit convened
2. Members
  - 2.1 The Planning Sub-Committee shall consist of 4 members from the Parish Council.
  - 2.2 The members to the sub-committee shall be elected annually at the Parish Council AGM.
  - 2.3 A Chairman of the sub-committee shall be elected annually at the Parish Council AGM.
3. Quorum
  - 3.1 The minimum number of members who carry out the review shall be 3.
  - 3.2 The views and comments which go forward shall be those given by the majority of the members who review the application.
  - 3.3 If a majority view cannot be made then the Chairman of Hadnall Parish Council shall have the casting vote.
- 4 Record of Decisions made

- 4.1 Each Councillor who reviews and comments on the submission will record their decision and the reasons for it on the Record of review Form (see end).
  - 4.2 The Record of Review Form will be attached to the relevant Planning documents by the Parish Clerk prior to their issue to the members of the sub-committee for comments.
  - 4.3 The Record of review Form will show separately the majority decision of the sub-committee and be signed by the Chairman of the Sub-Committee.
  - 4.4 The Record of Review Form will be returned to the Clerk with other documents for safe keeping.
5. Other
- 5.1 If during the review procedure a majority of the planning sub-committee members decide the application is such that it requires the views of the full Parish Council then the application will be put to an extra-ordinary meeting of the full Parish Council for consideration.

**Hadnall Parish Council**  
**Planning Sub-Committee**  
**Record of Review**

Planning Application Number:-

Date for Return of Comments to the Planning Authority:-

Date for Return of Comments to the Parish Clerk:-

Brief Description:-

Location:-

Councillor	Support/Object	Reasons

Majority Decision	Reasons

Signed:-

Date:-

Chairman, Hadnall Parish Council Planning Sub-Committee.