

Beaudesert and Henley-in-Arden Joint Parish Council
Planning Applications Sub Committee Terms of Reference

1. Constitution:

- (a) The sub - Committee will comprise 5 Members.
- (b) The quorum of the Committee shall be 3 Members.
- (c) At its first meeting it will elect a Chairman from its membership.

2. Function

The Committee shall undertake the following roles and functions in relation to the approval or otherwise of any development plan or strategy proposals under planning legislation affecting the parishes:

- (a) In respect of representations to the Local Planning Authority in support of any departure application;
- (b) In relation to any arrangements between the parish council and the Local Planning Authority about the involvement of the parish council in the discharge of planning functions;
- (c) To make representations to the Local Planning Authority on any Applications referred to the parish council and on any other planning matter that affects the parishes.

3. Sub Committee Meetings:

The sub committee shall normally meet every month on the alternate fortnight to the full parish council meetings. They will refer for their guidance to the Planning Protocol (Revised 15.07.18)

4. Application of Council Standing Orders and the Code of Conduct:

- a. The Sub Committee is required to meet in public,
- b. the statutory three days notice of the meeting and its agenda shall be given.
- c. Standing Orders are applicable.
- d. The Code of Conduct applies to all members.

5. Notification of meetings:

All Members of Council are to be informed of any meetings of the sub committee and are permitted to attend, speak but not vote the same as a member of the public.

These terms were approved at the full Council meeting held on 16th July 2018

Signed (Chairman)