

## Keyworth Parish Council

### RULES OF GUIDANCE FOR THE PLANNING COMMITTEE

These rules are supplemental to, and do not in any way override, the Parish Council's standing orders &/or financial regulations.

#### 1. Membership of the Planning Committee

- a) Membership of the committee will be as decided at the Annual Parish Council meeting each year, subject to the proviso that the Chair and Vice-Chair of the Parish Council shall, in any event, be *ex officio* members.
- b) The committee shall be subject to a quorum of three of its members.

#### 2. Chair

- a) The Chair of the committee will be elected by the committee at its first meeting after the Annual Parish Council meeting.
- b) The Vice-Chair of the committee will be elected by the committee at its first meeting after the Annual Parish Council meeting.

#### 3. Conduct of Meetings

- a) All meetings of the Planning committee will be convened in accordance with the Parish Council's standing orders.
- b) Meetings will be minuted by the Clerical Officer or a member of the committee.

#### 4. Powers of the Planning Committee

The Planning committee shall be empowered to:

- a) Authorise expenditure provided such expenditure is:

- Consistent with the responsibilities and areas of operation of the Planning committee;

and

- Within the budget set for Planning or Conservation Area as part of the Council's overall budget or within any additional budget for Planning or Conservation Area authorised by Full Council or the Finance & General Purposes committee during the course of the financial year.

- b) To act on behalf of the Parish Council in respect of any planning issues and, in particular, to:

- Support or object to planning applications on the Parish Council's behalf as appropriate.

## Keyworth Parish Council

- Submit comments and recommendations regarding planning applications to the Borough Council on the Parish Council's behalf.
  
- c) To respond on the Parish Council's behalf to consultations regarding planning issues or issues, including the infrastructure of the village, which may have an impact on planning.

### 5. Responsibilities and Areas of Operation of the Planning Committee

- a) To consider planning applications in respect of properties and developments in Keyworth and to:
  - Decide whether to support or object on the Parish Council's behalf.
  - Submit comments and recommendations on the Parish Council's behalf to the Borough Council as required.
  
- b) To study relevant plans, visit relevant sites and consider any comments from members of the public before deciding whether to submit comments or recommendations of support or objection.
- c) To ensure that any objections or recommendations are based solely on planning criteria.
- d) To consider consultations and correspondence regarding planning issues or issues, including the infrastructure of the village, which may have an impact on planning at local, regional or national level, and to respond on the Parish Council's behalf as appropriate.
- e) To take note of decision notices in respect of planning applications received from the Borough Council.
- f) To take note of any new legislation or regulations, changes in policy or other developments affecting the planning process, and any briefings received, and to participate in any relevant training.
- g) To liaise with the Borough and County Councils, the Village Plan Development group, the Village Design group and any other groups, sub groups or organisations regarding planning issues and other issues, including the infrastructure of the village and environmental improvement schemes, which might have an impact on planning.
- h) Subject to the budgetary constraints outlined in 4a [above], to purchase heritage plaques for the Conservation area on the Parish Council's behalf.
- i) To bid or apply for grants to finance any initiatives which are consistent with the responsibilities and Areas of Operation of the Planning Committee