

Handforth Parish Council

Planning & Environment Committee Terms of Reference

Composition of the Planning & Environment Committee

The Planning & Environment Committee will comprise a minimum of three members, selected by vote, if necessary, from the full membership of the Parish Council. The Committee will select, by vote if necessary, the chairman of Planning & Environment Committee.

Dates and conduct of meetings

The chairman of the Planning & Environment Committee shall call meetings as required by the local planning authority's deadlines for the receipt of comments on planning applications. The Planning & Environment Committee will follow the standing orders of HPC regarding notice of meetings. All councillors may attend meetings of the Planning & Environment Committee but only members of the Committee or substitutes will be able to vote. Meetings will normally be open to the press and public. (These terms of reference to be used in conjunction with SO section 23)

Terms of reference for planning applications, appeals and future S106/CIL agreements

The main purpose of the Planning & Environment Committee is to respond on behalf of Handforth Parish Council to planning applications received for comment from Cheshire East Council (the planning authority). The Planning & Environment Committee will have authority to respond to planning appeals conducted by the Planning Inspectorate. The Planning & Environment Committee will have devolved powers meaning that decisions made by the Committee will be binding on the full Council.

Where the Planning & Environment Committee consider that the application under consideration will have a major impact upon Handforth, the Planning & Environment Committee will prepare a response for consideration and approval by the full Council prior to its despatch to the planning authority.

When preparing to draft a report on a particular planning application, committee members will be free to consult the planning authority's website or planning documents held by the parish clerk. In the event of a query on a planning application committee members will be free to contact the case officer by e-mail, copying such e-mail to the parish clerk and other committee members in order to avoid duplication. Prior to the drafting of a report, committee members will be free to discuss aspects of the application face to face, by telephone, by post or by

e-mail. As indicated above, each planning application will be considered by the committee at a public meeting and the committee will normally use a Powerpoint presentation as a tool for discussing the salient points of the application. The agreed response to the planning application will be despatched to the planning authority by the parish clerk with e-mail copies of each response being provided for members of the committee.

Presentations at meetings of the local authority's Strategic Planning Board or at appeals (e.g. public inquiries) will be drafted by the Planning & Environment Committee. The Planning & Environment Committee will select one of its members or nominate any council member to deliver the presentation.

The Committee will also make recommendations to Cheshire East Council with respect to S106 or CIL monies.

This document was approved at the HPC meeting held on the 11th October 2016, agenda item number 16/29/8 (b).