

CPC Planning Committee Terms of Reference 2021



Comberton Parish Council Planning Committee (Planning Committee for short) is delegated by the Parish Council:

- To consider and determine, on the Parish Council's behalf, all matters relating to residential planning and development control in the parish (up to 3 dwellings per plot and all associated planning applications e.g. walls, extensions etc.).
- To consider and make recommendation on all matters in the adjacent parishes having impact on Comberton parish and to make a recommendation to the Parish Council.
- To respond to communications relating to planning matters.
- To consider and respond to all matters relating to previous applications (e.g. amendments, enforcements, appeals etc.).
- To discuss all matters relating to planning matters with officers at the local authorities.
- To attend and represent the Parish Council at SCDC Development Control Committee meetings.
- To consider all matters relating to the conservation area and to make recommendations to the Parish Council.
- To consider all matters relating to commercial applications and other non-residential development within the village and to make recommendation to the Parish Council.
- To consider all matters relating to development of 3 plus dwellings and to make recommendation for the approval or otherwise to the parish council and where appropriate make recommendation for the terms of any S106 agreement.
- To consider any recommendation by the Tree Working Group and / or Tree Warden on tree applications within the conservation area and to respond to the District Council as appropriate.
- To consider all matters relating to any landscape or character assessment and to make recommendation.
- To consider and draw up a draft village design statement and to make recommendation for its adoption to the Parish Council.
- To hold public meetings to gauge residents' views as appropriate.

Membership

Membership shall be up to seven members with a quorum of three.

These members:

- Should elect from amongst its members every six months a Chairman who is authorised to sign all agendas, correspondence and submit planning responses during their term of office.
- May invite individuals, groups and organisations and/or officials to attend its meetings as appropriate and public participation at the meetings is at the Committee's discretion.
- May seek free advice or information from the District or County Councils and/or other body to enable it to understand or carry out its duties more effectively or to bring recommendation to the Parish Council if there is a cost implication to the Parish Council.
- Must always have due regard to the Parish Council's Standing Orders. In particular, those meetings must be held in a public place (or online with public access), properly convened and decisions clearly minuted.
- Are able to hold meetings with or without the Parish Clerk.
- Must act as a corporate body.
- Must respond to any direction given by the Parish Council.
- May set up sub groups (working parties) that may meet informally to discuss aspects of the Planning Committee's work and to prepare recommendations for the Committee's consideration. The working parties may contain persons not on the Parish Council.

Members 2020 – 2021

Cllr's Elleray (Chair), McCabe (deputy chair), Westgarth, Hollick, Scott and Moffat