

**HATHERSAGE PARISH COUNCIL**  
**Planning Committee Terms of Reference**



<b>Version</b>	<b>Status</b>	<b>Date</b>
03	Reviewed	03/06/2024
02	Reviewed	17/07/2023
01	Not Recorded	Not Recorded

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03	Approved 03/06/2024	2025

## **HATHERSAGE PARISH COUNCIL**

### **PLANNING COMMITTEE - TERMS of REFERENCE**

#### **1. Committee**

- 1.1 The Committee will consist of at least five voting Hathersage Parish Councillors. The Chair and Vice Chair of HPC are ex-officio members of all HPC Committees.
- 1.2 The Parish Clerk or Assistant Clerk shall attend all meetings and minute proceedings and resolutions.
- 1.3 The Committee has the power to co-opt specialists from external organisations and and/or with professional expertise as it sees fit. There shall be no more than two co-opted members serving on the Committee at any one time.
- 1.4 The quorum is three of Parish Councillors.
- 1.5 The Committee should, after the start of the Council year, appoint its Chair and Vice Chair from the Council members of the Committee.
- 1.6 In the case of a matter being put to the vote, only the Council members have the right to vote.

#### **2. Meetings**

- 2.1 Meetings will be held as needed, when circumstances dictate. Any Parish Councillor may instruct the Clerk to call a meeting.
- 2.2 Notice of meetings must be given in accordance with current regulations for Parish Councils and shall provide three days' notice.
- 2.3 Time shall be set aside at the beginning of all meetings for members of the public to make representations, answer questions and give evidence.
- 2.4 All meetings to be minuted, the minutes to be approved by the Committee at their next meeting. Draft minutes shall be published on the Parish Council website within 10 clear days of the meeting.
- 2.5 The acts and proceedings of the Committee shall be submitted to the Council for confirmation except where the Committee acts under powers delegated to it by the Parish Council, when its acts and proceedings shall be submitted for report only. This report may be by way of submission of the Committee's minutes to the Parish Council. The Parish Council may note a minute to be "not received" as a mark of disapproval of the Committee's action; otherwise the Parish Council is deemed to have approved the Committee's actions.
- 2.6 All powers listed in this document are delegated to the Committee except where there is a requirement to submit a recommendation to the Parish Council. All delegated powers shall in any event be subject to the condition that either a major departure in policy or principle or any major new formation of policy or principle which would affect the use of the Parish Council's resources or conflict with the provisions of the Parish Council's policy plan shall be submitted to the Parish Council. In all cases the Committee, when exercising its delegated powers, shall act in accordance with standing orders and financial regulations and shall give effect to any resolution of the Parish Council upon matters of policy and principle. In case of doubt or difficulty the Committee shall submit the matter concerned to the Parish Council, for approval.

- 3 **The Purpose of the Committee**
- 3.1 To discuss planning issues in the Parish of Hathersage
- 3.2 To respond to Planning Application Consultations on behalf of Hathersage Parish Council.
- 3.3 To receive notifications of planning decisions made by the Peak District National Park Authority.
- 4 **Accountability**  
The Planning Committee has the approval of Hathersage Parish Council to make decisions in connection with planning, with the exception of matters of a financial nature.
- 5 **Consultation**  
The Planning Committee has the approval of Hathersage Parish Council to consult other agencies where appropriate.
- 6 **Expenses**  
Room hire, if necessary.
- 7 **Reporting**  
Residents to be informed of the committee proceedings through reports to HPC and to be displayed on the Parish Council website.
- 8 **Review**  
These terms to be reviewed annually.

Version	Date	Change detail
03	03/06/2024	1.1 – remove reference to substitute Cllr (as there are sufficient members for 2024-25)
02	17/07/2024	The ToR was reviewed by the Planning Committee and the following amendments recommended to full Council <ul style="list-style-type: none"> <li>• Committee membership increased to five councillors</li> <li>• Limit number of co-opted members to two</li> <li>• Gender neutral pronouns added</li> <li>• ‘Councillor’ replaced ‘member’</li> </ul>
01	Not recorded	Not recorded