**Duston Parish Council: Terms of Reference for Standing Committees**

**1) Name of Standing Committee:** Planning Committee

**2) Membership**: The Committee comprises of no less than 5 councillors. The quorum for the Committee shall be the 3 councillors. Membership of the committee will be decided at the Annual Meeting of the Parish Council.

**3) Chairman:** The Committee shall at its first meeting following the Annual Council, before conducting any business, elect a Chair for the year. The Committee may, if it wishes, elect a Vice-Chairman.

The Chair or other nominated Councillor will report to Full Council on Committee decisions and recommendations.

**4) Voting:** Decisions will be taken by a majority vote. In the case of an equal vote the Chairman shall have a second or casting vote.

**5) Meetings:** – As per the meeting calendar or as considered necessary by the Chair.

**6) Power to Spend:** None other than to strictly fulfil its obligations as stated in these terms of reference.

**Delegated Responsibilities:**

1. Make observations on behalf of the Parish Council on planning applications and development plans within Duston and Northampton, and within the area of adjoining authorities, where Duston is affected, directly or indirectly.

2. To make representations to the Local Planning Authority on applications for planning permission.

3. To make representations in respect of appeals against the refusal of planning permission. Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing.

4. To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations

5. To deal with any other planning related matter that a meeting of the Full Council considers appropriate to be referred to the Planning Committee.

6. To make recommendations to Full Council on the following:

a) In respect of representations to Northampton Borough Council in support of any planning application at odds with policies in the Local Plan.

b) To make recommendations to Full Council in relation to any arrangements between the parish council and the planning authority regarding the involvement of the parish council in the discharge of planning functions.

7. The Committee shall have the power to recommend to Full Council the setting up of working groups as and when appropriate to further the tasks as identified above. These groups shall then report to the Committee on a regular basis or as specifically instructed. The Chair of the Planning Committee will, in turn, update the Full Council on the progress of the working group in their report.