

# LITTLEPORT PARISH COUNCIL

The Barn, Main Street, Littleport, CB6 1PH



## TERMS OF REFERENCE FOR:

### Planning Sub-Committee

1. Membership

The Planning Sub-Committee shall consist of no less than 8 Councillors. Such membership to be confirmed on an annual basis at the Annual General Meeting of the Parish Council.

2. Chairman

One Councillor shall be elected Chairman of the Sub-Committee at the first meeting of the Sub-Committee following the Annual General Meeting of the Parish Council. The Chairman shall serve a term of 2 years unless it is a year where elections are due to take place in which event the Chairman will serve for 1 year only.

3. Quorate Number

The Sub-Committee shall be deemed quorate upon the attendance of no less than 3 Councillors consisting of members of the Sub-Committee.

4. Frequency of Meetings

The Sub-Committee shall meet on a three weekly basis having regard to time limits issued by the District Council as the determining authority. Public Holidays will also be observed.

5. Areas of Responsibility

The following topics shall be deemed to fall within the responsibility of the Planning Sub-Committee:

Perusal of planning applications received by the District Council and submit comments thereon.

It will be observed that the Parish Council is a statutory consultee and as such has no powers of determination in relation to any planning application.

All comments to be submitted to the District Council within the prescribed timescales unless prior agreement to an extension of time has been received by the Clerks.

Adopted by Littleport Parish Council at their AGM held on 15<sup>th</sup> May 2017.

Signed: .....  
Chairman