



Terms of Reference for the Planning and Environment Committee

1. Authority

The Planning and Environment Committee is appointed by, and solely responsible to Cringleford Parish Council. The Committee's duties are defined and agreed by the Main Council, which may vote, at any time, to modify the Committee's powers.

2. Membership

- 2.1 The Planning and Environment Committee will consist of no fewer than four Parish Councillors. The Chairman of Full Council will have automatic membership and full voting rights.
- 2.2. The Chair will be elected each year during the Annual Parish Council meeting. Any Councillor can preside by committee agreement in the Chair's absence.
- 2.3. A quorum will be a minimum of three Members. Any Councillor can act as a substitute to ensure the quorum is met.
- 2.4. Other Councillors may attend but may only speak with the permission of the Chair and are not entitled to vote.
- 2.5. Non-Councillor members of the Committee may be appointed from time to time if this is considered appropriate. These members will not have voting rights unless this is expressly approved by the Committee.

3. Records of Proceedings

- 3.1. The Planning and Environment Committee will meet as required, but normally monthly (excluding August), to provide responses to all routine planning matters.
- 3.2. Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors, received at the next Full Council meeting and adopted at the next Planning meeting. The Parish Clerk will be responsible for arranging the recording and distribution of the minutes.
- 3.3. All planning decisions will be relayed to the relevant planning authority by the Clerk.
- 3.4. The minutes will be published on the Parish Council website. In line with Council approved policies or decisions (such as the Planning Responses Policy), responses may be discussed outside of formal meetings and delegated to the Clerk to make.

4. Responsibilities



- 4.1. The Planning and Environment Committee has full delegated powers to make representations to the appropriate authorities regarding all planning applications in the Parish.
- 4.2. The Committee will consider all planning matters. These matters include in addition to planning applications: decisions relating to new developments within the parish; approving open space adoption within the parish that will fall under the ownership of the Council.
- 4.3. The Committee may decide that any matter should be passed to Full Council for their consideration. Matters regarding development on Council-owned land which will require planning permission should be planned by the Committee but passed to Council for approval.
- 4.4 The committee will manage environmental matters including tree management, streetlighting management and grounds decisions such as plantings.

5. Expenditure

- 5.1. The Committee does not have a formal agreed budget in general. However, budget lines that fall within its areas of responsibility (for example tree maintenance) can be spent by the Committee, if relevant financial information is provided by the Clerk at the time of decision making.
- 5.2. Budget reports showing all budget lines will be reported to Council monthly.