

Terms of Reference for the Environment & Planning Committee

Committee agreed with effect from 29th June 2015

Terms of Reference agreed on 23rd July 2015

1. Authority

The Environment and Planning 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

Environment & Planning Committee will consist of no fewer than four elected parish Councillors, and at its first meeting will elect a Chairman to preside over future meetings although any Elected member can preside by agreement in the Chairman's absence. The Chair will be re-elected each year following Annual Parish Council meeting. A quorum will be a minimum of three elected Members. Chairman & Vice Chairman of Full Council will have automatic membership and full voting rights.

3. Records of Proceedings

Environment & Planning Committee will meet as required to provide responses to all routine planning matters. 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. All decisions will be relayed to the relevant planning authority by the Clerk. The minutes will be published on the Parish Council website.

4. Responsibilities

Environment & Planning Committee has full delegated powers to make a Council decision regarding representations to the appropriate authorities regarding all planning applications in the Parish, unless on vote the planning committee decides that the application should be passed to full Council due to its size, controversial nature or effect on the parish.