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Terms of Reference – Planning Committee

1. Purpose and Scope

Terms of Reference for Committees and Subcommittees evidence the nature and extent of the duties and powers which have been delegated to each committee to ensure effective governance.

These Terms of Reference are supplemental to, and do not in any way override, the parish council's Standing Orders and Financial Regulations.

All powers shall be exercised in accordance with any Standing Orders, Financial Regulations or adopted policies of Moulton Parish Council.

2. Legal Responsibility & Policy Support

[Local Government Act 1972 \(legislation.gov.uk\)](http://legislation.gov.uk)

3. Membership of the Planning Committee

- a) Membership of the Committee will be as decided at the Annual Parish Council meeting each year, subject to the proviso that the Chairman and Vice-Chairman of the parish council shall, in any event, be *ex officio* members.
- b) The Committee shall be subject to a quorum of half of its members or three, whichever is the greater.

4. Chairman

- a) The Chairman of the Committee will be elected by the committee at its first meeting after the Annual Parish Council meeting.
- b) The Vice-Chairman of the Committee will be elected by the committee at its first meeting after the Annual Parish Council meeting.

5. Conduct of Meetings

Meetings shall be called by the Chairman of the Committee and the Executive Officer as and when deemed necessary.

- a) All meetings of the Committee will be convened in accordance with the parish council's standing orders.
- b) Meetings will be minuted by the Executive Officer, deputy or member of the Committee.
- c) Meeting minutes will be distributed within one week of the sub-committee meeting to all Committee members and the Executive Officer.
- d) Any recommendations discussed at Committee meetings must be ratified at the following full parish council meeting.

6. Aims, Objectives & Responsibilities of the Planning Committee

- a) To consider planning applications in respect of properties and developments in Moulton.
- b) To study relevant plans, visit relevant sites and consider any comments from members of the public before deciding whether to submit comments or recommendations of approval or refusal.
- c) To ensure that any objections or recommendations are based solely on planning criteria.
- d) To act on behalf of the parish council in respect of any planning issues and to:
 - Review planning applications on the parish council's behalf.
 - Compose response ready for submission to the planning authority electronically.
 - Submit comments and recommendations to the West Northamptonshire Council on the parish council's behalf, if appropriate.
- e) To respond on the parish council's behalf to consultations regarding planning issues or issues, including the infrastructure of the village, which may have an impact on planning.
- f) To consider consultations and correspondence regarding planning issues or issues, including the infrastructure of the village, which may have an impact on planning at local, regional or national level, and to respond on the parish council's behalf as appropriate.
- g) To take note of decision notices in respect of planning applications received from the Unitary Council.
- h) To take note of any new legislation or regulations, changes in policy or other developments affecting the planning process, and any briefings received, and to participate in any relevant training.
- i) To liaise with West Northamptonshire Council.
- j) Consider the duties of the Biodiversity Policy when reviewing planning applications: When commenting on planning applications, support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.

Support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.

Consider what each proposed development might make in terms of biodiversity net gain include policies in support of biodiversity within the neighbourhood plan.

7. Related Policies

- Standing Orders.
- Financial Regulations.

This policy is reviewed annually by the Executive Officer and submitted to the full council for approval.

Last Reviewed: February 2024

Review Due: January 2025