

Terms of Reference for the Feock Parish Council Planning Committee

The Committee will consist of a minimum of 6 members who will be nominated and elected at the Annual Meeting of the Parish Council.

The Committee will elect a Chair and Vice Chair to serve for a minimum period of 12 months. The Chair and Vice Chair may stand for re-election on an unrestricted basis.

The Committee quorum shall be 4 members.

The Committee and/or Parish Council may co-opt other Council members to serve on the committee from time to time to fill vacancies or to act as substitutes if elected members of the committee are unable to attend a meeting. Where a co-opted member is not an elected Councillor, he/she must publicly undertake to abide by the rules of the Council, Committee, and the Code of Conduct applicable to Councillors whilst serving as a member of the Committee.

The Assistant Parish Clerk will attend the committee meetings and take minutes which will be published on the Council's website.

The Parish Clerk has the delegated authority to comment on planning applications in the absence of a Planning Committee.

The Committee will undertake the following roles and functions:

To consider all individual planning applications submitted within the parish and provide a consultee comment under delegated authority to Cornwall Council. The process the committee use to do this is:

- A list of the week's planning applications is emailed to committee members each Monday, together with any comments that have been received from members of the public/neighbours or applicants/agents etc. Committee members discuss and comment on the application via email during that week. The following Monday a consultee comment is drafted based on member's views and circulated to the committee for consideration and agreement. A comment will be proposed, seconded, and agreed by a minimum of 4 committee members and then submitted to Cornwall Council.
- However, when an application may be considered 'contentious' or where stakeholders have requested to make verbal representations to members, the application will be placed on the agenda for the next committee meeting and the Parish Council's consultee comment will be agreed at the meeting.

To reply to 5 day Local Council Protocol procedure communications from Cornwall Council. A response will be decided via email by a minimum of 2 committee members, usually the Chair and Vice Chair.

To send a representative of the committee to speak in reference to an application that the Parish Council has asked for determination at a Cornwall Council Planning Committee meeting.

To comply with GDPR the Committee and Assistant Clerk will delete all electronic records and destroy all paper copies of correspondence relating to planning applications as soon as Cornwall Council has decided the application and the Parish Council's consultee comment has been formally ratified in the minutes of a planning committee meeting.