

## Terms of Reference for the Planning Committee

1. The Planning Committee of the Parish Council shall consist of at least three members appointed from, and by the Parish Council and any two members shall constitute a quorum.
2. Where a quorum is not present to comment on an individual planning application (if a member has declared a prejudicial interest) or on all planning applications (if the Committee is simply not quorate) the relevant planning application (s) shall be considered by the full Parish Council instead.
3. Members of the Planning Committee shall be appointed each year at the Parish Council Annual Council Meeting.
4. At the first meeting of the Planning Committee following the Annual Council Meeting, members shall elect a Chairman for that year.
5. The responsibility of the Committee shall be to consider planning applications from within the Parish.
6. Where a planning application is considered of importance to the Parish as a whole, this item shall be added to the agenda at a full Parish Council meeting.
7. Members must make their judgements giving full consideration to the planning policies of the East Riding of Yorkshire Council, and should always be sympathetic to the existing character of the Parish.
8. The Committee is obliged to consider representations from members of the public in respect of individual applications. Applicants and objectors are encouraged to put the points that they wish to have considered by:
  - Utilising the ten minutes allotted to public speaking prior to the commencement of the Parish Council meeting.
  - Leaving comment directly on the ERYC Consultee Access website <https://newplanningaccess.eastriding.gov.uk>
9. There is a time scale for the consideration of planning applications and the Committee should always attempt to observe this. Applications in the first instance are sent to the Clerk who may request dates to be extended to the next available meeting date.
10. Members should inspect sites of proposed developments if necessary.

These terms of reference were adopted by Willerby Parish Council at a meeting on 4<sup>th</sup> May 2021

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