



Planning Committee – Terms of Reference

1. The Planning Committee is constituted to represent Princes Risborough Town Council in planning matters referred to Princes Risborough Town Council by the Local and other Planning Authorities.
2. The Planning Committee holds delegated authority from Princes Risborough Town Council as defined under item 4 of the Council's Standing Orders.
3. The Planning Committee is not the Local Planning Authority and as such does not have the power to refuse or allow planning applications. The Planning Committee on behalf of Princes Risborough Town Council, is a statutory consultee in the planning process.
4. Membership numbers are not limited but are subject to a minimum of three serving Town Councillors. All serving Councillors may request to be appointed to the Committee.
5. The Committee will be quorate in accordance with the Council's Standing Orders and meetings will normally be held in line with published planning applications received.
6. Details of planning applications shall be circulated with the agenda by e-mail to all Committee members in accordance with the Council's Standing Order of three days clear notice.
7. If it is considered that an application or other planning matter is of great importance to the Parish, the Committee should refer it to the next Full Council Meeting of Risborough Town Council in order that the Town Council's response can be debated and agreed by all Town Councillors.
8. The Planning Committee allows members of the public to address the Planning Committee meeting about planning applications and other items on the agenda. Members of the public may speak for 5 minutes in accordance with the Council's Standing Order (item 3.g) and only before the Planning Committee has begun its own deliberations. If required, the committee members may seek clarification of the proposals from the public within the debate. In accordance with the Council's Standing Order (item 3.d) members of the public may be excluded from the meeting if confidential business is to be transacted.
9. The Planning Committee has an obligation to consider all comments made about planning applications from all third parties whether they are provided prior to or during the meeting.
10. The Clerk will submit the Planning Committee's recommendations to the Planning Authority or other relevant body and will ensure that communications arrive within the timescale required by the Planning Authority.
11. Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member or members of the Committee to attend the hearing or inquiry to present the Council's views to the Planning Inspector.
12. The Planning Committee may nominate a representative from the Committee to attend the Planning Authority's Development Control and other meetings to represent the Town Council's views in respect of planning applications and other planning matters.



13. The Planning Committee has a policy not to offer pre-application comment except in cases determined by the Committee.

14. The membership of the Planning Committee is reviewed and voted on annually at the Annual Meeting of Princes Risborough Town Council.

15. At the first meeting of the Planning Committee following the Annual Meeting of Princes Risborough Town Council, the Planning Committee will elect the Chair and Vice Chair before any other business is conducted.