



# St Stephen in Brannel Parish Council

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## Terms of Reference 2021/22 – Planning Committee

- Composition: Eight (8) Elected members (Voting)  
Two (2) Substitute members (Voting)
- Quorum: Four (4) members
- Chairmanship: Chairman and Vice-Chairman to be elected by committee members at the first committee meeting held in each Council year.
- Meetings: 12 times a year. In the event of an item of urgency, an Extra Ordinary meeting can be called in line with legislation and Council's adopted standing orders.
- Timing: 7.00pm  
(Plans available on Parish Council website prior to meeting)
- Venue: The Brannel Room, 22 Fore Street, St Stephen, PL26 7NN
- Reports to: Full Council.
- Administration: Parish Council Office
- Legal Status: Data Protection Act 2018  
General Data Protection Regulations 2018  
Adopted Code of Conduct 2012  
Adopted Standing Orders  
Adopted Financial Regulations  
Localism Act 2011  
Equalities Act 2010  
Planning Act 2008  
Planning & Compulsory Purchase Act 2004  
Local Government Act 2003  
Nolan Principles of Life 1995  
Planning & Compensation Act 1991  
Town and Country Planning Act 1990  
Local Government Act 1972  
Public Bodies (Admissions to meetings) Act 1960

Policies: National Planning Policy Framework and associated supplementary documents  
Cornwall Local Plan and associated documents

Note: All Councillors not elected to the Planning Committee may attend public sessions and participate in the meeting but have no voting rights.

### **Terms of Reference including delegated matters:**

1. Any matter, within legislation boundaries, not listed as delegated by Full Council.
2. Responds to the Local Planning Authority on planning applications after considering relevant legislation, policies, material considerations and local knowledge/views.
3. Participating in the Cornwall Local Councils Pre-application Protocol by encouraging and providing opportunities for pre-application planning discussions and advice.
4. Following the Cornwall Council Planning Protocol and appointing a representative to attend determination hearing committee meetings when necessary.
5. Following the Parish Council Planning Protocol Policy.
6. Reporting any alleged breaches of planning control to the relevant Cornwall Council enforcement department.
7. Attending organised site meetings as and when the necessity/opportunity arises.
8. Attending Planning Inspectorate appeal meetings as and when the necessity/opportunity arises.
9. Attending relevant training in line with Standing Orders.
10. Attending planning related relevant outside organisation meetings as and when the necessity/opportunity arises.
11. Responding to planning related correspondence, including road closure notifications, as and when deemed necessary.
12. Responding to planning related consultations as and when deemed necessary.
13. Consideration of requests for any minor highway matters to be put forward to the China Clay Community Network Panel Highway Scheme.

14. To manage the use of speed indication devices (SIDs) and consider the reports.
15. Liaising with applicants or their agent to ensure the Parish benefits from community payments including Community Infrastructure Levy (CIL) and s106 contributions.
16. To appoint, and consider recommendations and/or advice from, sub-committees and/or working parties under the control of the Planning Committee.
17. To make recommendations to Full Parish Council on any matters not covered by delegation.
18. To nominate a Committee member to attend the Planning Partnership group meetings.
19. To consider and submit to the Finance & General Purposes Committee annual estimates of income & expenditure on continuing services and/or capital expenditure for the forthcoming year.
20. To review strategic plan objectives, on a yearly basis, providing an update to Full Parish Council.

Any resolution made outside these Terms of Reference may be considered ultra vires and open to challenge in a Court of Law.