



Freshwater Parish Council
Planning Committee Terms of Reference
2026



Freshwater Parish Council

Working For The Community

Planning Committee – Terms of Reference

Objective

The committee will be responsible for:

- Consideration of planning applications
- Examining relevant plans, visiting sites (where required) and consideration of any comments from members of the public before coming to a decision
- Ensuring that all relevant parties are given an adequate hearing
- Consideration of environmental/biodiversity aspects when considering planning applications
- Ensuring that any objections or recommendations are based solely on material considerations and in the timeframe required by the Local Planning Authority
- Attending planning training sessions as offered and read all relevant documentation to ensure that members are aware of current legislation and regulations

Membership

The Committee shall comprise all Parish Councillors.

Chair

The Council will elect a Chair for the forthcoming year at the Annual Meeting. If the Chair is unable to attend a meeting of the Committee, they will notify the Vice Chair and Parish Planning Clerk as early as possible.

Vice Chair

The Council will elect a Vice-Chair for the forthcoming year at the Annual Meeting. If the Vice Chair is unable to stand in for the Chair at a meeting, then another councillor in attendance will be elected as Chair for that meeting.

Voting

Each member shall have one vote apart from the Chair who will have, in addition, a casting vote. Voting shall be by a show of hands. A named vote will be taken if so, requested by a councillor.

Committee Servicing

The Committee shall be serviced by the Parish Clerk, deputy or another officer. The Minutes will be published on the website once approved.

Meetings

Meetings will be held twice a month unless there are not any plans to be considered.

Quorum

Five members constitute a quorum of the Planning Committee

Public Participation

The meetings will be opened to the public and able to speak under the Chair's discretion.