Grappenhall and Thelwall Parish Council
Planning Committee

Terms of Reference

(Adopted at Parish Council Meeting 19th June 2025, v4)

1. Background

1.1 The Committee is constituted as an Executive Standing Committee of Grappenhall and Thelwall Parish Council (the Council) in accordance with Standing Order 15a.

1.2 The membership of the Committee shall comprise of 6 members elected at the Annual Parish Council Meeting held in May, or at such other times as appropriate.

1.3 The Chair of the Committee shall also be elected at the Annual Parish Council Meeting in May.

1.4 The quorum of the Committee shall be 3 members.

2. Conduct of Meetings

2.1 Meetings of the Committee will be held in accordance with Local Government legislation as set out in the Parish Council's Standing Orders, Financial Regulations and other such policies of the Council.

2.2 Members of the Committee will be bound by the Council's Code of Conduct.

2.3 The Committee shall meet every two weeks to align with the Local Planning Authority's (LPA) timetable of meetings. If the LPA Council changes its schedule, the Committee will reconsider the frequency of its meetings.

2.4 Meetings of the Committee will be supported and minuted. The minutes of the Committee will be tabled for approval at the following meeting of the Planning Committee and received at the next meeting of the Council. The minutes of the Committee will be placed on the Council's website.

3. Confidentiality

3.1 Where the nature of the business to be transacted by this Committee is of a confidential nature the public and press may be excluded by resolution at the commencement of the meeting.

4. Purpose of the Committee

a. To consider and make representations, if appropriate, to the Local Planning Authority on planning applications for planning permission which have been notified to the Council.

b. To consider and make representations, if appropriate, in respect of planning appeals within the Parish or outside the Parish that have an impact on Grappenhall and Thelwall.

c. To consider and respond, where necessary, to pre-application consultations.

d. To consider and respond, where necessary to LPA decisions.

e. To represent the needs and views of the community with respect to planning matters within the Parish or outside the Parish that have an impact on Grappenhall and Thelwall and to make recommendations to the Council for submission to the relevant authority.

f. To keep updated with planning legislation and changes to planning policy at a local, regional, and national level.

5. Delegated Powers

5.1 The Committee is authorised to make decisions on whether to support, object or comment on planning applications which have been notified to the Council on its behalf and to submit these to the LPA.

5.2 Members will be advised by the Clerk/Assistant Clerk to the Council whether other matters under discussion is within the Committee's delegated powers.

5.3 If it is within the Committee's delegated powers the minute will record the decision as **Resolved.** If not, then the minutes will record the decision as **Recommended** and it will be brought to the attention of the Council for decision when tabling the Committee minutes.

5.4 The Committee has no direct budgetary responsibilities. Any expenditure must be authorised by Council at the next available meeting.

6. Terms of Reference

6.1 These Terms of Reference will be reviewed on an annual basis to ensure the needs of the Council continue to be met.