



*Planning  
Committee  
Terms of  
Reference*

Document Configuration Management & Control

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# Terms of Reference for the Hilton Parish Council Planning Committee

1. A Planning Committee may be formed consisting of a minimum of five Councillors. A Chairman of the Committee shall be appointed by the Committee at the first meeting after the annual meeting of the Council.
2. The aim of the committee is to gain expertise in the planning process and to make a detailed assessment of applications as they affect the village. In addition, members of the Planning Committee should attempt to acquire personal knowledge of the building or area affected by planning applications.
3. Planning Meetings are to be chaired by the chairman of the Planning Committee. In the event that the Chairman is not available, a temporary chairman is to be elected by agreement of the remaining Councillors.
4. Based on 9 councillors, the quorum for making decisions in public meetings is 3.
5. Decisions are to be recorded in the minute book in the normal meeting sequence.
6. The Council's recommendations on Planning Applications are to be communicated to HDC by the Clerk to meet the specified timeframe.
7. Recommendations to the District Council on Planning Applications are to be made by the Parish Council in public meetings.
8. Wherever possible, planning applications are to be heard in dedicated Planning Meetings open to all Councillors and the public and called in line with standing orders ie giving three clear days notice but timed to meet the action date advised by Huntingdonshire District Council. All decisions of the Planning Committee regarding their recommendations to the District Council will be made at the public meeting.
9. Exceptionally Planning Applications may be considered during normal Parish Council Meetings. Similarly, un-contentious or minor Planning Applications may also be heard in normal Parish Council meetings to ease the administrative burden on the Council.
10. The planning committee meets on an ad hoc basis as dictated by the receipt of planning applications from Huntingdonshire District Council.