

## SHADWELL PARISH COUNCIL

### PLANNING COMMITTEE TERMS OF REFERENCE

The name of the Committee will be **Shadwell Parish Council Planning Committee**.

The Committee will meet to discuss plans affecting Shadwell Parish, as supplied by Leeds City Council. The Committee will use local knowledge to arrive at its decision on behalf of SPC. In the case of large scale development, or in cases which the Committee feels will affect many residents, the plans will be discussed by the full Council. The Committee is appointed to meet at least once a month, if any plans have been received. The Clerk will forward LCC decisions to the Planning Committee Chairman when they become available.

The Committee is made up of 4 Councillors with a quorum of three. If the quorum will not be met, Councillors from Shadwell Parish Council may be summoned to ensure the meeting is quorate.

The membership of the Committee will be reviewed annually at the Annual Parish Meeting in May. The Chairman of the Committee will be appointed at the first meeting of the Committee following the Annual Parish Meeting. If the Chairman is unable to attend a meeting of the Planning Committee, the Vice Chairman will run that meeting.

The minutes of the meeting will be taken by the Clerk, or in the Clerk's absence, a Committee member. These comments will be forwarded to LCC Planning Department by the Clerk. The minutes will be ratified by the Committee and forwarded, by the Clerk, to the full Council for information only.

The Committee will follow all rules regarding the convening of its meetings as those applied to meeting of the full Council. In as much as these will be open to the public and press, held in an unlicensed premises, and with notification being displayed in the appropriate places at least 3 clear days before the meeting. All other rules will apply.

The Planning Committee will make site visits if members deem it to be necessary.

These terms of reference will be attached to the Standing Orders as appendix A.