



# ECCLESFIELD PARISH COUNCIL

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## **ENVIRONMENTAL PLANNING COMMITTEE TERMS OF REFERENCE**

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#### **Membership:**

Six members of the Council – Chairman and Vice Chairman.

That membership of the Committee will be reviewed annually at the annual meeting of the Parish Council in May.

#### **Purpose of the Committee:**

The Environmental Planning Committee will oversee the planning consultation on planning applications, Licensing applications and any other associated information relevant to a Planning Committee.

To oversee the Neighbourhood Plan Working Group and the submission of the Neighbourhood Plan.

**The Chairman will be elected at the first meeting of Council.**

**The Vice Chairman will be elected at the first meeting of the Environmental Planning Committee.**

#### **Aims and Objectives:**

The role of the Committee is to consider issues relating to:

- Planning applications received in and around the Parish area.
- Consult on planning applications in the Parish area to Sheffield City Council Planning Department.
- Any issues relating to Highways.

- That the Committee will follow the rules for convening its meetings as those applied to meetings of the Full Council, ie public notice, summons/agenda to members and minutes taken and retained.

## **Meeting arrangements and frequency**

Meetings to be held monthly

**Mid-month meetings to be a Delegated Powers meeting with the Chairman of the Environmental Planning Committee, Clerk to the Council and Administration Officer.**

Meetings to commence at 6.30pm

Meetings to be convened by the Chairman of the Environmental Planning Committee

## **Quorum**

A minimum number of three Committee members are required for decision-making purposes.

## **Reporting and accountability**

The group will be a Committee of the Council and as such will refer any matters to the Council that are deemed significant enough to require full Council consideration or approval.

## **Review arrangements**

The Committee will be a standing Committee of the Council. The appointment of the Committee will be considered at the annual Council meeting who may decide to alter or dissolve the Committee as required.

**Approved by Council September 2021**

**Review Date: June 2022**