



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 Chair 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