



COLNEY HEATH PARISH COUNCIL

Highfield Park Office
Highfield Park Visitor Centre
Hill End Lane
St Albans
Hertfordshire AL4 0RA

Colney Heath Village Office
83 High Street
Colney Heath
Hertfordshire AL4 0NS

Tel: 01727 825314 Email: clerk@colneyheathparishcouncil.gov.uk

PLANNING COMMITTEE

TERMS OF REFERENCE

OBJECTIVE

Colney Heath Parish Council is currently an advisory body to the Local Planning Authority (St Albans District Council) for all planning applications that relate to the Parish area.

The Planning Committee is constituted to consider and to respond on behalf of the Council in respect of such applications.

MEMBERSHIP

Membership shall consist of all Council members along with the Chairman of the Parish Council in an ex-officio capacity.

The Chairman of the Committee shall be one member elected by the membership.

A quorum shall consist of three members.

AREAS OF RESPONSIBILITY

The Planning Committee has the delegated authority from Colney Heath Parish Council:

- a) To make representations to the Local Planning Authority on applications for planning permission which have been notified to the Council;
- b) To make representations in respect of appeals against the refusal of planning permission;
- c) To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations;
- d) To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure; and
- e) To deal with any other planning related matter that a meeting of the Full Council considers appropriate to be referred to the Planning Committee.

PLANNING APPLICATIONS

The process of receiving and sending planning applications to the Planning Committee will be discussed and agreed annually by the Committee.

Adopted by Full Council – July 2019

For review – Planning Committee 19 October 2020

To Full Council to readopt – October 2020



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MEETINGS

The calendar of meetings shall be confirmed monthly where possible and in line with the planning cycle which is three weekly.

The Parish Clerk or the Chairman of the Planning Committee may call additional Planning Committee meetings as and when necessary to ensure that all Planning Applications received can be discussed and replied to within the timescale.

The Planning Committee has an obligation to ensure that any comments received, prior to the meeting, from any relevant parties, applicants and objectors, for planning applications (not including enforcement notices) are considered at the meeting.

Minutes of all meetings will be recorded by the Parish Clerk at the meeting and circulated at the Full Council meetings. All planning applications, the responses and eventual results shall be noted in the minutes of Full Council.

RESPONSES

The Parish Clerk will communicate to the Local Planning Authority the Committee's decision in respect of applications considered.

Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing.

Wherever possible, a member of the Planning Committee is to be nominated to attend Planning Authority's meeting, as necessary.

All correspondence should be conducted through the Parish Clerk.

REVIEW

These terms of reference are to be reviewed annually.

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