

GURNARD PARISH COUNCIL

PLANNING & LICENCING SUB-COMMITTEE

TERMS OF REFERENCE

1. The Planning Sub-Committee will meet if required during the summer and Christmas breaks to discuss planning applications when there are no scheduled Full Council or Planning Committee meetings.
2. The Sub-Committee has delegated power to make comments in relation to planning applications on behalf of the Full Council and Planning Committee.
3. The aims and objectives of the Group are: -

TO PROVIDE COMMENTS TO THE ISLE OF WIGHT COUNCIL PLANNING DEPARTMENT WITHIN THE THREE WEEK CONSULTATION PERIOD ON BEHALF OF THE PARISH COUNCIL AND OTHER BODIES FOR THE BENEFIT OF THE VILLAGE AND RAISE ANY COMMENTS TO ANY LICENCING APPLICATION.

4. THE SUB-COMMITTEE.

The Sub-Committee is made up of all serving members of the Planning Committee

5. The quorum shall be three.

6. The Chair/Vice Chair of the Sub-Committee or Clerk will review the Press list at the following link <https://www.iow.gov.uk/Residents/Environment-Planning-and-Waste/Planning/Planning-Development/Application-search-view-and-comment> on a weekly basis and forward details of any new planning applications to other members of the Sub-Committee via email.

7. The Clerk or Locum Clerk will issue provisional notice, summons, and an agenda for the Sub-Committee to meet on the last Wednesday of July, the second Wednesday of August, the last Wednesday of August, and the last Wednesday of December (providing it is not a bank holiday, in which case another date will be chosen by the Sub-Committee).

8. Sub-Committees can meet without the press and public present, and though not Gurnard Parish Council's normal practice, in circumstances such as these during breaks where no queries arise that are considered to be in the public's interest by joint decision of all Sub-Committee members, the Sub-Committee may choose how to hold the above meetings and reach their consensus, which could include meeting via video call.

9. Minutes recording the resolutions of the Sub-Committee must be undertaken by either a nominated member of the Sub-Committee (to be agreed at the beginning of each meeting of the Sub-Committee) or Clerk if available, which the Clerk will publish on the Parish Council website.

10. Following each meeting the Sub-Committee Chairman or Clerk if available will inform the Planning Department (LPA) of the decision of the Sub-Committee/Council within the time allocated by emailing the officer named on the press list.

11. Minutes of the Sub-Committee meetings shall be approved at the next meeting of the Sub-Committee and not Full Council. Minutes can only be approved by the body they refer to so a Committee cannot approve a Sub-Committee's minutes.

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12. If an application arises which Sub-Committee members consider to be in the public's interest, the Sub-Committee Chairman in the first instance will email the named officer on the press list at the Planning Department (LPA) and ask for an extension of time so that the application can be reviewed by Full Council on either the second Wednesday of September during the summer, or the second Wednesday of January during the Christmas break.
13. If an extension of time is not permitted, the Parish Council Chairman, or Vice Chair in his absence, will call an extraordinary meeting to comment upon the application. An agenda and notice specifying the time, place and business to be transacted is to be signed by the Chair/Vice Chair and published at least three clear days before the meeting, inviting the press and public to attend.
14. In such an event, if the clerk is unavailable, though there is no legal requirement to do so, the Sub-Committee may decide to employ the services of a locum clerk.
15. The Parish Council's Standing Orders will apply to the Sub-Committee where relevant.
16. The Planning Committee shall approve any change to the Sub-Committee Terms of Reference.
17. All Group Members will be bound by the obligations imposed by the Code of Conduct as adopted by Gurnard Parish Council.

Adopted by the Planning Committee 30th June 2021