



**Planning Committee Terms of Reference**  
**Agreed by Full Council – November 8<sup>th</sup> 2023**

<b>Number of Councillors</b>	8	<b>Quorum</b>	3
<b>Officer attendance</b> (advisory – no voting rights)	Parish Clerk		
<b>Meeting regularity</b>	Monthly on the third Monday (if there is only 1 or 2 applications, this business may be moved to a full council agenda to ensure effective use of council resources.		
<b>Notes</b>			
<ol style="list-style-type: none"> <li>1. All meetings to be convened with agendas and minutes as per the council's standing orders. Open to the public.</li> <li>2. Invited guests and representatives may attend meetings for input and consultation as deemed necessary.</li> <li>3. Non-committee members of the council may attend meetings but do not have voting rights.</li> <li>4. Agendas will be copied to full council for information.</li> <li>5. Minutes of planning committees will be included in full council agendas to keep all councillors informed.</li> </ol>			

**Purpose of this committee**

This committee's main purpose is to consider and decide how to respond to planning consultations on behalf of Balderton Parish Council and includes the following responsibilities:

1. Consideration of responses to planning applications, appeals and policy documents from Newark & Sherwood District Council and respond on behalf of Balderton Parish Council.
2. Raising any issues of planning concern with Newark & Sherwood District Council's planning enforcement team.
3. Consideration of responses to policy documents from Newark & Sherwood District Council and respond on behalf of Balderton Parish Council.
4. Consider consultations from bodies such as Nottinghamshire County Council (British Gypsum etc.) and respond on behalf of Balderton Parish Council.
5. Should the committee propose a project requiring council finances this would require approval from full council.
6. The committee may recommend to full council the formation of subcommittees and working groups which could be beneficial for specific items or topics to be considered in greater detail.