

DUDDON AND BURTON PARISH COUNCIL

Planning Committee Terms of Reference and Delegated Powers

1. The Committee is a committee of the Full Council and shall operate within the terms of reference set by Duddon and Burton Parish Council (PC).
2. The quorum shall consist of 2(two) members.
3. The Committee may co-opt any person who is not a member or officer, but they shall have no voting rights. Each appointment will be reviewed at the annual meeting of the PC in May.
4. That every member should attend any training session(s) that have been arranged that relates to the functions and or duties of the committee, up to six (6) months after appointment. This shall include attendance at a relevant planning training session as appropriate.
5. The committee shall oversee all relevant planning applications and planning related enforcement, providing a response to the Cheshire West and Chester (CWaC) principle authority in line with legislation.
6. The committee will consult the other members of the PC as to their views re matters being dealt with and seek their comments on responses being proposed to be provided to CWaC as appropriate.
7. The PC clerk is granted the delegated authority to submit Planning Committee responses to CWaC in between PC meetings. These responses to be notified and ratified at the next available meeting.

Last Review Date	18 th May 2026
Next Review Date	May 2027
Lead	G Goulbourne
Overseeing Committee	Full Parish Council
Approved	14 th July 2022
Review Cycle	Annual