



TATWORTH AND FORTON PARISH COUNCIL

TERMS OF REFERENCE

PLANNING COMMITTEE

Approved by Committee

02 July 2026

Minute No 63/26

Adopted by Full Council

6th August 2026

Minute No 148/26

PURPOSE

To make observations on all planning applications and planning issues, including Development Briefs, Local Plans, Structure Plans and Development Control and to make site visits where necessary.

AIMS

- To ensure that planning matters are exercised in accordance with the legislative and policy requirements of the Council
- To give due regard for the individuals and communities affected, the economic effects, sustainable and environmental impacts
- To actively respond and participate in matters of consultation regarding planning and highways issues
- To accurately record in any response all the Committee's objections to a given proposal

Membership

The Planning Committee shall consist of at least 5 Councillors and Co-opted member of public (Including Council Chair and Vice Chair).

The quorum of the Committee will be no less than four members, with at least one officer in attendance.

The appointment of an elected Member as the Chair will be decided at the first meeting after the Parish Council's Annual Meeting.

The Committee can approve the Co-option of a maximum of 2 voting members of Public.

Meetings

The committee shall meet at least on a monthly basis when there are applications to consider, mid-month meeting can be called when Somerset Planning refuse to extend the expiry date to match our monthly meeting.

The meetings will be open to the public

The Clerk shall attend all Committee meetings and shall be responsible for producing accurate minutes of the meetings.

The Committee will, when appropriate, seek to obtain positive assistance at the meeting from relevant Parish and County Councillors.

The Committee will have the right to convene special meetings in accordance with the Council's standing orders

If the Chairperson is unavailable, then a Deputy Chairperson will be elected by and chair the meeting.

Powers and Duties

The Planning Committee has no authority to commit expenditure on proper Council business but can make recommendations for approval from the Full Parish Council.

The Planning Committee will work with the Council's Officers to efficiently and effectively:

- Represent the community of Tatworth and Forton on major planning issues and to encourage participation in decision making
- Exercise the Parish Council's statutory right to be notified of and comment on planning applications
- Develop policies and practical applications to 'green' both existing and proposed developments
- Organise planning training for Council Members
- Be aware when developing land which would normally absorb run off considering the potential effects of climate change
- Give due consideration to the importance of archaeology in sensitive areas

Rules and Regulations

The Councillor's Code of Conduct will apply to all members of the committee
The conduct of the meeting (declaration of interests, debate, voting etc.) will be governed by the Council's Standing Orders.

Members of the Committee are encouraged to attend training courses as appropriate for the Planning Committee