Ryhall Parish Council (RPC)

Planning Committee

Terms of Reference

Reviewed at the Planning Committee meeting dated 31.1.2024
Presented to RPC Full Council 19 February 2024
Reviewed 17/03/2026 - Resolved at Full Council: 11/5/2026
Reviewed and Amended 02/11/2026

1. Objective of the Planning Committee

Ryhall Parish Council (the Parish Council) is an advisory body to Rutland County Council (RCC) as the Local Planning Authority (LPA) for all planning applications that relate to the Parish. The Planning Committee (the Planning Committee) is constituted to consider and to respond with delegated authority on behalf of the Parish Council in respect of planning applications and related matters.

2. Membership

Membership shall consist of a maximum of four Parish Council members, agreed annually at the Parish Council Meeting in May. A quorum shall consist of three members. One member will be appointed as Chairman who has a vote and carries a casting vote in the eventuality of tied decision.

It is expected that all members of the Committee shall undertake appropriate planning training when it is available and members must keep up to date with relevant planning legislation, policy and guidance.

3. Areas of Responsibility

The Planning Committee is accorded full delegated authority under Section 101 of the Local Government Act 1972 from the Full Parish Council to receive and comment upon planning applications, appeals, enforcement actions, breaches, refusals and any other planning related issues without further reference to Full Council.

The Planning Committee shall monitor, review and make recommendations to the Parish Council for amendments to its planning consultation procedure when necessary.

The Planning Committee shall deal with any other planning related matters that the Parish Council considers appropriate to be referred to the Planning Committee.

4. Procedures

RCC Planning Department is responsible for displaying planning application notices and notifying the neighbours. The scale of this publicity depends on the scale of the planning proposal.

5. Upon Receipt of Planning Matters:

a) Planning applications shall be received and recorded by the Clerk.

b) If necessary, the Clerk will ask RCC for an extension to the response deadline to enable the matter to be considered. ~~at the next available Parish Council meeting.~~

c) The Clerk will forward all applications to the Planning Committee when received.

d) If planning applications require a response between ordinary parish council meetings, the clerk will have delegated authority to respond on behalf of the Planning Committee. ~~*If RCC does not extend the consultation period, the Clerk shall call a separate Planning Committee meeting in*~~

~~*Public in accordance with the Parish Council's Standing Orders on behalf of the Planning Committee*~~

e) Public comments will be sourced by the Planning Committee and can be raised in 'Public Forum' of Full Parish Council meetings. The application will be added to the agenda for the next Full Parish Council meeting for information. ~~can be heard at Parish Council meetings in the "Public Forum" or at separately called Planning Committee meetings.~~

f) Applications and associated documents are viewable on the RCC Planning Portal.

g) The Planning Committee to arrange site inspections as necessary.

All comments on planning applications (except enforcement notices) by any relevant party, applicant and/or objector received before a meeting must be considered by the Planning Committee at that meeting. Neighbours' comments recorded on the RCC portal are also to be taken into account by the Planning Committee.

h) The Planning Committee may communicate by electronic exchanges to agree a formal recommendation to RCC for consideration and given to the Clerk for submission on the Planning Portal.

i) A summary of the reached decisions of the Planning Committee meetings shall be recorded by the Clerk and reported at Full Parish Council meeting. ~~Planning Committee Chairman and reported at Full Parish Council meetings.~~

j) RCC decisions, which all appear on the planning portal, shall be forwarded to the Planning Committee ~~arish Council~~ for information. All planning applications, the responses and eventual results shall be noted in Parish Council records ~~meeting minutes~~.

k) Separate public Planning Committee Meetings shall be called and minuted in accordance with Standing Orders as and when required. The minutes of these meetings shall be approved at the next Planning Committee meeting.

Except for documents marked *confidential*, all members of the Parish Council shall receive copies of the Planning Committee's meeting papers.

6. Responses

The Clerk will communicate to RCC the Planning Committee's comments regarding applications. Where an application is subject to appeal, the Planning Committee is authorised to make written representations or to elect a member of the Committee to attend the hearings. All correspondence should be conducted through the Clerk.

7. Budgetary Matters

The Planning Committee has delegated responsibility for any items which have been approved by the Parish Council in the annual budget.

The Planning Committee will also monitor Community Infrastructure Levy (CIL) funds and make recommendations to the Parish Council on how they could be spent.

8. Review

These terms of reference are to be reviewed in accordance with the Ryhall Parish Council Document Review Schedule ~~annually.~~