

Terms of Reference

Planning Committee 2026/27

1. Authority

The Planning Committee is appointed by, and solely responsible to Clayton Parish Council. The Committee's duties are defined and agreed by the Main Council, which may vote, at any time, to modify the Committee's powers.

The committee has full delegated powers to make a Council decision regarding representations to the appropriate authorities regarding all planning applications in the Parish, unless on vote the planning committee decides that the application should be passed to full Council due to its size, controversial nature or effect on the parish.

2. Frequency of meetings

Planning Committee meetings should be held as applications are received although they may be required to meet more frequently depending on the number of applications.

3. Membership

The Committee should consist of no fewer than five elected parish Councillors, and at its first meeting will elect a Chairman to preside over future meetings to be re-elected each year following Annual Parish Council meeting. A quorum will be a minimum of three elected Members. The Chairman of Clayton Parish Council will have ex-officio membership and full voting rights. All members to disclose any interest they may have in association with any of the applications.

The membership for 2026/27 will consist of the following Councillors:

Cllr Wadsworth (Ex-officio member - Parish Council Chairman)
Cllr Thirkill
Cllr Gudgeon
Cllr Hanif
Cllr Lord
Cllr Shutt
Cllr Houldsworth
Cllr Brons

4. Records of Proceedings

The Committee will meet as required to prepare responses to all routine planning matters. Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors and adopted at the next planning meeting. The Parish Clerk will be responsible for arranging the recording and distribution of the minutes. All decisions will be relayed to the relevant planning authority by the Clerk. The minutes will be published at www.clayton-pc.gov.uk and will also be available from the clerk.

5. Responsibilities

The responsibilities of the Committee are:

- To make decisions on planning applications within the parish and to provide recommendations to appropriate authorities;

- To provide a summary report to each full Parish Council meeting.

Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.

Confirmed by resolution at a full council meeting, in public: