**Planning Committee Terms of reference**

1.     The Planning Committee would consist of nine Parish Councillors, including at least two Councillors from each Ward to ensure good geographic representation. Quoracy for the Planning Committee would be set at five. As standard practice, the members of the Planning Committee will be elected at the Annual General Meeting of Worthen With Shelve Parish Council in May for a term of one year. The Planning Committee will elect a Chairman at its first meeting following the Worthen With Shelve Parish Council Annual General Meeting, for a term of one year.

2.     The Committee would meet on a 10 monthly basis, and will follow the Parish Council Meeting. These meetings will take place at a suitable public location; smaller venues might be considered to support alternative venues within the Parish.

3.     The Planning Committee is constituted to consider and comment on all matters of planning taking place in Worthen With Shelve Parish, on behalf of the Parish Council. In addition, the Parish Council can, on majority vote, choose to refer any matter it deems relevant to be the responsibility of the Planning Committee; likewise, on a majority vote, the Planning Committee can request that the Parish Council as a whole can be consulted on any issue otherwise brought before it.

4.     The Planning Committee will be mandated to take all possible steps to improve the efficiency of the Planning Consultation Procedure, and see that the views and wishes of the Parish are taken into consideration.

5. An extra ordinary meeting may be called if an application is received when the council are not scheduled to meet and are required to respond within the planning process guidelines.

Matters for Consideration

        It is not proposed to delay the introduction of the Planning Committee until May 2021; therefore selection should take place in the first meeting following ratification of the Planning Committee concept, that taking place in November 2020, with the first meeting of the Planning Committee therefore scheduled for December 14, 2020. Those selected will therefore serve a shortened term, to expire in May 2021.

        It is suggested that a ‘sunset clause’ should be introduced, and that this Planning Committee should be considered as an extended trial; therefore it is proposed that in the May 29th, 2023 meeting of the Worthen With Shelve Parish Council, a vote is taken on whether to continue the Committee or establish it as a permanent body.

        The size of the Planning Committee is provisional; seven or eleven are considered to be as effective. While a limited quota system is recommended, given past difficulties in obtaining the desired geographical spread of Councillors, it is *not* recommended that the membership of the group should simply be divided equally, in order to provide suitable flexibility of selection