



**Planning & Development Committee**  
**Terms of Reference**

**Elections and Set up of Committee:**

The Full Council, at its Annual General Meeting shall elect Members to this Committee. Members will remain in post until the next Annual General Meeting unless they cease to be a Member during the year.

Membership will consist of a minimum of 5 Members with a Quorum of 3.

The first meeting of the Committee shall elect a Chairman and Vice Chairman and confirm the aims, objectives and terms of reference for the Committee.

The Committee shall act under the Standing Orders of the Council at all times.

**Strategic Aim:**

To effectively monitor PLANNING and DEVELOPMENT issues around the Parish of Edgmond. To lead on all matters relating to Planning and Development within the Parish, e.g. Public Buildings, Conservation Area, Allotments, Tree Preservation Orders etc. To monitor and review the Edgmond Neighbourhood Plan and to work with Partners, such as TWC and HAU, to ensure that the document meets the needs of the Parish.

To undertake a consultation on all planning applications. This can be done by using the electronic system in place on [www.telford.gov.uk](http://www.telford.gov.uk). This often means working to deadlines.

To visit the site of an application if necessary.

To call a meeting of the Planning Committee when required in order to consider an application if the timescale does not allow for it to be added to the next Full Council Agenda.

To call a full council meeting (with invitation to the community) if required to discuss major or significant applications.

**Meetings:**

Additional Meetings will be called as and when required.

All meetings will be recorded and a report to the next Full Council will be made available in written form for all Members to be kept informed.

**Review:**

Any two members of this committee may call a meeting via the Clerk and include on the Agenda a proposal for any item within the Terms of Reference to be discussed.

Signed .....Date.....