



Great Gonerby Parish Council

Planning Subcommittee - Terms of Reference

1. This document outlines the Subcommittee's purpose, membership, chairmanship, meeting responsibilities and reporting and accountability requirements. This is required to clarify its authority within the Council's overall governance structure.
2. **Purpose.** The Planning Subcommittee will maintain an overview of all planning applications submitted to SKDC that relate to Great Gonerby Parish, recommend appropriate responses for each and identify whether there is a possibility of the contractor providing support of any kind to the community.
3. **Membership.** The Subcommittee will comprise at least 3 volunteer Councillors from the Council and may include external stakeholders or experts with relevant skills or experience. The size and composition of a group allocated to investigating a particular application will vary depending on the nature and scope of the application.
4. **Chairperson.** The Subcommittee will select a chairperson from among its members; where there is not a clear majority for one person, then a vote will be taken by the Parish Council. The Chairperson will lead meetings, facilitate discussions, allocate a lead for each planning application review and coordinate all Subcommittee activities. The chairperson will ensure that the Subcommittee operates effectively.
5. **Meetings.** The Subcommittee will meet at least 4 times each year. A record of all discussion will be taken at each meeting and given to the Clerk for filing on SharePoint for future reference.
6. **Responsibilities.** The Committee has delegated authority to:
 - a. Review and respond to all planning applications submitted to South Kesteven District Council for properties or developments in the Parish bounds.
 - b. Assess whether there are objections to the planning that should be raised based on highways issues, design codes, green spaces, environmental factors, recreation areas, educational needs and other local influences.
 - c. Identify whether formal Section 106 agreements or community contributions apply to the application.
 - d. Identify if there is a possibility that any of the Council's wish list could be supported by the contractors applying for the work.

e. Draft a tailored response to each application for approval by the Council, at a Council meeting or by email circulation, before formal submission to SKDC.

7. **Reporting.** The Chairperson, or their nominated representative, will provide a verbal report from each subcommittee meeting at the first Parish Council meeting thereafter. They will also propose recommendations as required or seek agreement to take appropriate actions; this ensures transparency and accountability in the governance process.