

**Revision to Committee Terms of Reference**

Following discussion at the last Planning Committee meeting on 14<sup>th</sup> November it was agreed that the Committee's Terms of Reference be revised to reflect more clearly the protocol for conducting site visits.

The relevant section of the Terms of Reference is reproduced below with proposed revision following it in italics.

**"5. Scope**

To consider all planning applications.

To study relevant plans, individual Councillors to take a view as to whether to visit relevant sites to form their opinion and consider any comments from members of the parish before coming to a decision.

To endeavour to ensure that all relevant parties are given an adequate hearing if they request this in accordance with the Council's standing orders."

**Proposed Revision**

*To consider all planning applications.*

*To study relevant plans, individual Councillors to take a view as to whether to visit relevant sites to form their opinion, such visits should be carried out from a publicly accessible place, if entry to a site is necessary Councillors should be accompanied and not discuss its merits with the applicant. Councillors may consider any comments from members of the parish but should indicate that they will have to consider all the evidence before coming to a decision. If the comments raise material considerations, the member of the parish should be encouraged to submit them to the planning authority.*

*To endeavour to ensure that all relevant parties are given an adequate hearing if they request this in accordance with the Council's standing orders.*