

Poundstock Parish Council
Terms of Reference
Planning Portfolio Holders

1. To work with the Clerk to ensure that any decisions of the Council relevant to the portfolio are acted upon and/or reported back to the Council for further consideration.
2. Planning Portfolio Holders do not hold any delegated decision-making powers, but act upon Council instruction, working under the authority delegated to the Clerk, to act as a conduit for information and to aid the decision-making process.
3. To receive and read any reports on behalf of the Council and make a report to the next Council meeting.
4. To represent the Council, with prior Council approval, at any relevant outside meetings and provide a written report to the Clerk for circulation to the Council.
5. Reports to be jointly agreed by Planning Portfolio Holders.
6. To gain background knowledge on the subject to assist the Council in representing the parish's interests.
7. Site visits will be arranged at the discretion of the Planning Portfolio Holders where these are deemed necessary. Site visits must be conducted with at least one Planning Portfolio Holder present and at least two Parish Councillors are to attend any site visit. The date and time of any arranged site visit is to be circulated by email to all Parish Councillors who may also attend if they wish.
8. Planning Portfolio Holders are delegated to communicate with (to include but not limited to) Cornwall Council Planning Department; the Applicant; the Applicant's Agent; Consultee Agencies or members of the public as necessary and as agreed jointly by Planning Portfolio Holders. The Clerk is to be copied in to all emails.