



## **TERMS OF REFERENCE OF THE KINGS LYNN AREA COMMITTEE (“KLAC”)**

### **[PLANNING SUB- INFORMAL WORKING GROUP/SUB-COMMITTEE]**

#### **1. Status**

- 1.1 The King's Lynn Area Committee Planning Sub-Group was established by the King's Lynn Area Committee on 20<sup>th</sup> June 2024
- 1.2 King's Lynn Area Committee Planning Sub-Group will review these Terms of Reference annually and make any recommendations for change to King's Lynn Area Committee.

#### **2. Composition and Operation**

- 2.1 The Sub-Group shall consist of three non-Planning Committee Members from the King's Lynn Area Committee with two substitute members.
- 2.2 All KLAC Planning Sub-Group Members shall have voting rights.
- 2.3 Quorum is three King's Lynn Area Committee Planning Sub-Group Members.
- 2.4 Meetings will be held monthly wherever possible, but additional meetings can be arranged if required.
- 2.5 An Agenda for the meeting will be published to the [Council website/ModGov] five clear days before the meeting.

#### **3. Functions and Processes**

The functions of KLAC Planning Subgroup will be as follows;

- 3.1 The King's Lynn Area Committee Planning Sub-Group will consider applications for major development in the Area and determine whether or not each is supported.
- 3.2 All major planning applications will be referred to the Sub-Group for consideration. The Sub-Group may also request to consider other applications which they have identified from the Weekly List of Planning Applications.
- 3.3 Members of the King's Lynn Area Committee can ask the Planning Sub-Group to consider applications within 28 days of their publication on the Weekly List of Planning Applications.



- 3.4 If a Member of the King's Lynn Area Committee has asked the Planning Sub-Group to consider a specific application, they will be invited to attend the meeting when it is considered.
- 3.5 Members of the King's Lynn Area Committee Planning Sub-Group may request for applications to return and be considered again by the Sub-Group after amendments and further consultation on the planning application.