

Terms of Reference

Purpose

To recommend to the Parish Council how it should respond to planning applications

Membership

Three Council members will be appointed to the committee every year at the Annual General meeting; the committee may co-opt non-Council members if it so wishes, but such co-options will be subject to approval by Full Council at the next Full Council meeting.

Quorum

The quorum will be two (if a member is unable to attend another councillor may be invited).

Powers

Advisory committees cannot make decisions on behalf of the Parish Council. Their prime function is to make recommendations upon which the Council can base decisions.

Meetings

The Committee will meet as required but will conduct business on routine matters by email.

Conclusions will be reported at the next Full Council Meeting OR extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting and an extension to comment is not permitted by the local planning authority.

Functions

To consider all planning applications

- study relevant plans and associated documentation provided by the local planning authority
- visit site if deemed beneficial consulting with applicant and inviting attendance at the public session of a Full Council Meeting
- review comments from members of the parish
- seek external professional advice if required following authorisation by a Full Council Meeting

To draft responses to the Planning Authority for approval at Full Council ensuring that any objections or recommendations are based solely on planning criteria

To organise Parish Council representation when an application is to be considered by the Planning Committee

To organise response when an application is subject to Appeal

To monitor enforcement cases and report to the Planning Authority any potential planning breaches

Agreed and Approved: 21 June 2018 Minute Reference 18/19 023

Reviewed and Approved: 16 May 2019 Minute Reference 19/20 009