

Malpas Parish Council

Planning Committee – Terms of Reference

Adopted on: Monday 25th January 2021

Minute No: 532

Signed: *Adrian Waddelove* **Chair**

Reviewed:

Purpose and Scope

The Council Planning Committee will be responsible for the following:

- To effectively monitor PLANNING and DEVELOPMENT issues around the Parish of Malpas.
- To lead on all matters relating to Planning and Development within the Parish, e.g. Public Buildings, Conservation Area, Allotments, Tree Preservation Orders etc.
- To assess all applications against legislation, policies and documentation that currently govern the rules around parish development
- To undertake a consultation and recommendation if appropriate on all planning applications.
- To visit the site of an application if deemed appropriate by the committee.
- To call a meeting of the Planning Committee when required in order to consider an application/applications.

Membership

- Any FIVE Councillors to be appointed at the Annual Council Meeting.

Vacancies will be dealt with by co-option from existing Council members. The co-option term should be until the next AGM.

The Committee may co-opt any person in an advisory capacity. This person(s) shall not be a voting member of the Committee.

- The quorum for the Committee shall be THREE.

Should any of the elected committee members not be able to attend a Planning Committee meeting, it is their responsibility to inform the Clerk of their non-attendance and arrange for a substitute councillor to be present.

Minutes

Minutes produced will be in the form of a committee report and will include a list of individuals present at the meeting. The report will be available for inspection as required.

Meetings

- It is proposed that meetings of the Planning committee will take place on the Monday prior to the Parish Council full meeting date, except where the Monday is a Bank Holiday then it will be on the Tuesday

- The meeting will be at 7pm
- Dates for the Planning Committee Meetings for 12 months to be published in May each year.
- The scheduled meetings will deal with all applications within their consultation periods. Any applications with fixed consultation dates that cannot meet the scheduled meeting dates will be subject to an Extraordinary Planning Committee Meeting.
- Meetings will be open to members of the public to attend and will be advertised in line with the Parish Council's Standing Orders.
- The meeting agenda, listing all applications to be considered, will be published three clear days in advance of the meeting on the village notice board and Parish Council Web Page.
- Committee members will familiarise themselves with the applications before the meeting
- Planning Committee members should declare an interest in application if they have a pecuniary or non-pecuniary relationship with the planning application or applicant. If a non-pecuniary interest the committee member will be allowed to take part in the discussion but not vote.
If it's a pecuniary interest then the committee member can take part in the public open session, but should then leave the meeting
- The Parish Clerk will ensure that any comments received by the Parish Clerk prior to the meeting are presented to the Planning Committee meeting.
- The Chair will normally allow free and open discussion by members of the public at the meeting, ensuring that all who wish to comment have a chance to speak. However, the Chair may restrict discussion or impose time limits on individuals if there is a large number of people wishing to speak, or if necessary to maintain order in the meeting.
The Chair has the power to request people leave the meeting for unruly behaviour and or stop the meeting as they deem appropriate.
- Reports (Minutes) of all meetings will be recorded by any member nominated at the meeting, and circulated to all Councillors for approval at the next full parish Council meeting.
The report will be publish after the Parish Council Meeting.

Responses

All correspondence with CWaC and the Parish Council, will be via the Parish Clerk

In respect of Planning Inspector appeals and CWaC Planning Committee “call ins” previously submitted reports will be reviewed by the full Parish Council and any additional observations made will be submitted by the clerk.

All correspondence should be conducted through the Parish Clerk.

Delegated Powers

The Planning Committee will deal with all planning applications under delegated powers except where it judges that the application is such that it cannot be dealt with under delegated power but needs to be dealt with by the full Parish Council

To act on behalf of the Parish Council in respect of any planning issues.

- Support or object to planning applications on the Parish Council’s behalf as deemed appropriate.
- To respond on the Parish Council’s behalf to consultations regarding planning issues or issues, including the infrastructure of the village, which may have an impact on planning.
- To call via the Parish Clerk an extraordinary meeting if the CWAC deadlines do not align with the scheduled Planning Committee meetings.
- To cancel a meeting via the Parish Clerk if deemed appropriate.