

# **Easton** on the **Hill** Parish Council

## **PLANNING COMMITTEE TERMS OF REFERENCE**

Adopted on

Signed      Original signed (Chairman)

Date	Details of any revision
September 2019	Added in more detail on process for responding to applications
22 October 2019	Added in reference to "The National Framework" and Planning Policy and Guidance, PPG, as advised at planning training

Schedule of review: November 2020

## Authority

The Planning Committee is appointed by and is solely responsible to Easton on the Hill Parish Council.

The Committee duties are defined and agreed by the Main Council who may vote, at any time, to modify the Committee's powers. The committee will schedule meetings as necessary to meet the deadlines set by the Planning Authority.

## Membership

All members of the Committee will be members of the Parish Council. The Committee will consist of no fewer than four elected Councillors - quorum at the Committees meetings will consist of no fewer than three elected members.

At its first meeting it will elect a Chairman to preside at its future meetings and will also elect a Vice Chairman if it wishes – to be re-elected each year after the Annual Parish Council meeting.

## Responsibilities

The committee has full delegated powers to make a Council decision regarding representations to the appropriate authorities regarding all planning applications in the Parish, unless on vote the planning committee decides that the application should be passed to full Council due to its size, controversial nature or effect on the Parish.

The Planning Committee will have the following specific duties:

- a. To consider and respond to all planning applications referred to Easton on the Hill Parish by the Planning Authority, including calling in applications to elected members where appropriate.
- b. To deal with all other planning matters concerning Easton on the Hill Parish, including liaison with potential developers or any agency proposing change to the built environment.
- c. To deal with all matters concerning the highways and other means of access in and adjacent to Easton on the Hill Parish, or likely to have any impact on Easton on the Hill Parish.
- d. To consider and respond to Easton on the Hill Parish environmental matters, in relation to planning applications and their impact on the environment.
- e. To monitor the general environment of the parish and report any potential planning breaches to the planning authorities.
- f. To attend consultations and hearings/appeals regarding planning issues or those that will impact on planning. The committee is authorised to make written representations or elect a member to attend.
- g. To consider whether a Neighbourhood Plan should be developed and to make a recommendation to the Parish Council.
- h. To attend planning training sessions as offered by the planning authority and to read all relevant documentation to ensure that the committee is aware of current legislation and regulations.

Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.

## Meetings/planning applications

Meetings will only take place as and when necessary to discuss a particular planning application - for example where members need to discuss more fully the Council response, or a member specifically asks for a meeting - or for another particular issue in the Committee's remit.

### **Planning applications will be forwarded from the Clerk to members, who will;**

- look at the application, study the relevant plans
- visit the site where necessary, talk to the applicant and consider any comments from members of the parish before coming to a decision, visit neighbours where appropriate
- consider whether to canvass opinion for and against applications to assist with a fair determination of applications
- ensure all relevant parties are given an adequate hearing if they request this in accordance with the Council's standing orders
- examine the development plan and impact of the application on the local area/village outlook/feel/characteristics/street scene/neighbouring properties in order to decide on their stance on the application
- take into consideration "The National Framework" and Planning Policy and Guidance, PPG, before making comment
- put their comments in writing to the Clerk and other members
- recommend to the Parish Council how it should respond to each planning application
- ensure that any objections or recommendations are based solely on planning criteria
- Where the members feel that the deadline for comments is too soon to allow an adequate response, the Clerk will be requested to ask for an extension to the deadline.
- The Clerk will send the agreed response to the District Council.

## Record of Proceedings

Written minutes of meetings will be taken to record the Committee's decisions and will be circulated to all Councillors. The minutes will be published at [www.eastononthehillparishcouncil.com](http://www.eastononthehillparishcouncil.com) and will also be available by request from the Parish Clerk. The Parish Clerk will be responsible for arranging the recording and distribution of the minutes.