

PLANNING COMMITTEE TERMS OF REFERENCE

Adopted on

Signed Original signed (Chairman)

Date	Details of any revision
14/9/2020	Committee meetings held for all applications to decide on PC response. Any application for new builds to automatically go to full council meeting.
22/9/2020	Responsibility for consideration of a Neighbourhood Plan sits with the village plan working party, however in the event of this group ceasing to exist, the responsibility reverts to the Parish Council (not this committee)
9/5/22	Increased members to 5 Councillors
9/9/24	Changed terms to allow Clerk delegated authority to respond to simple applications such as some windows and trees, with no meeting or decision beforehand.

Schedule of review: May 2026 or as required

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 Planning Committee will have the following specific duties:

- a. 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 the effect on the Parish. All applications for new builds shall automatically be referred to full council.
- b. The Parish Clerk will have delegated authority to respond to simple and straightforward planning applications eg involving routine tree maintenance and some replacement windows applications, on behalf of the Parish Council and Planning Committee without any meeting or decision on the response taking place beforehand. This will only happen if these are the only applications to be considered and decided at the time, and no committee member Councillor requests a meeting to decide the response instead.
- c. 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.
- d. 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.
- e. To consider and respond to Easton on the Hill Parish environmental matters, in relation to planning applications and their impact on the environment.
- f. To monitor the general environment of the parish and report any potential planning breaches to the planning authorities.
- g. 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.

- h. To ensure that the Parish Council considers whether a Neighbourhood Plan should be developed and make recommendations on whether this is possible and/or necessary by periodically reviewing the situation and asking residents.
- i. 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 take place monthly or as and when necessary to discuss a particular planning application. All applications will be discussed in a meeting and the council response agreed there. The meetings will be open to the public and agendas will be produced and published on the website and notice board.

Prior to the meeting, all planning applications will be forwarded from the Clerk to Committee members and all Councillors for information.

At or before the Planning Committee meeting, members will;

- look at the application, study the relevant plans.
 - examine the development plan and impact of the application on the local area/village outlook/feel/characteristics/street scene/neighbouring properties.
 - take into consideration “The National Framework” and Planning Policy and Guidance, PPG.
 - ensure that any objections or recommendations are based solely on planning criteria.
- Where the deadline from the Planning Authority is too soon to allow a meeting to take place, or the deadline falls before the next planned meeting, the Clerk will request an extension to the deadline.
 - Applications will be reviewed, discussed and decided by voting if necessary, at the meetings.
 - The Clerk will submit the agreed response to the Planning Authority after the meeting.
 - The Planning Committee chairman will report back its decisions to full council at its monthly meetings.

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.eastononthehill-pc.gov.uk and on the council notice board 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.