

## Creech St Michael Parish Council

<b>Policy Title</b>	Planning Committee Terms of Reference
<b>Applies to</b>	All Councillors and Employees
<b>Date Created</b>	24 <sup>th</sup> February 2023
<b>Date Approved by Council</b>	6 <sup>th</sup> March 2023
<b>Minute Reference</b>	10
<b>Author</b>	Clerk and RFO
<b>Review Cycle</b>	Annual
<b>Review Dates</b>	

## **1.0 Introduction**

Parish Council is currently an advisory body to the Local Planning Authority (Somerset West and Taunton Council) for all planning applications that relate to the Parish area.

The Planning Committee is constituted to consider and to respond on behalf of the Parish Council in respect of such applications.

The Parish Council's Standing Orders and Code of Conduct shall apply to this Committee and its members.

Nothing in these terms of reference shall prevent the Parish Council from dealing with a matter that might otherwise be dealt with by this Committee.

## **2.0 Membership of the Committee**

Membership shall consist of a maximum of four Parish Council members elected annually along with the Chair and Vice Chair of the Parish Council in an ex-officio capacity.

The Chair and Vice Chair of the Committee shall be elected by the committee membership at the first meeting after the Annual Meeting of the Parish Council.

Non-Councillor members of the Committee may be appointed from time to time if this is considered appropriate. These members will not have voting rights unless this is expressly approved.

A quorum shall consist of three Parish Council members.

## **3.0 Areas of Responsibility**

The Planning Committee has the delegated authority from Creech St Michael Parish Council to:

- Make representations to the Local Planning Authority on applications for planning permission which have been notified to the Parish Council;
- Make representations in respect of appeals against the refusal of planning permission;
- Identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulation;
- Monitor, review and where necessary make recommendations to the Parish Council for amendments to the planning consultation procedure;
- Deal with any other planning related matter that a meeting of the Full Parish Council considers appropriate to be referred to the Planning Committee;
- Monitor, review and where necessary make changes to the Neighbourhood Plan.

## **4.0 Planning Applications**

Planning applications shall be circulated to Planning Committee members as they are received and at least seven days before the Parish Council Planning Committee meeting, by the Parish Clerk and RFO. The applications may be viewed on the Parish Council's website.

## **5.0 Committee Meetings**

The calendar of meetings shall be confirmed at the first meeting after the Annual Meeting of Creech St Michael Parish Council.

The Parish Clerk and RFO or the Chair of the Planning Committee may call additional Planning Committee meetings as and when necessary, to ensure that all Planning Applications received can be discussed and replied to within the timescale.

The Planning Committee has an obligation to ensure that any comments received, prior to the meeting, from any relevant parties, applicants and objectors, for planning applications (not including enforcement notices) are considered at the meeting.

Only members of the Committee may vote on agenda items but other Councillors may attend in that capacity and may speak with the permission of the Chair but shall not be entitled to vote.

Minutes of all meetings will be recorded by the Parish Clerk and RFO or by any member nominated at the meeting and circulated at the Full Parish Council meetings.

## **6.0 Responses to Planning Applications**

The Parish Clerk and RFO will communicate to the Local Planning Authority the Committee's decision in respect of applications considered.

Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing.

Wherever possible, a member of the Planning Committee is to be nominated to attend Planning Authority's meeting, as necessary.

All correspondence should be conducted through the Parish Clerk and RFO.