

Heddon on the Wall Parish Council

Planning Applications Committee

Terms of Reference

12th June 2024

Next Review: May 2025

Purpose of the committee

The committee will oversee and manage the planning applications received from the planning authority on behalf of the Parish Council and ensure all legally required policies, procedures, plans and governance arrangements are in place, up-to-date and complied with.

Membership & Quorum

The committee shall consist of at least five members of the Council – including the Chairman and Vice Chairman of the Council. A minimum of three Members of the Parish Council is needed to form a quorum. The membership will be agreed at the Annual Parish Council meeting held in May each year, where the Chair of the Committee will also be appointed.

At its first meeting after the annual meeting the committee will appoint a Vice-Chair who will chair the meetings in the absence of the Chair. The Chair and Vice-Chair of the Parish Council will be ex-officio members of the committee and will have full voting rights if in attendance. Any changes to the membership of the committee during the year will be ratified by a vote of the committee.

All members shall comply with the Code of Conduct, the Councils Standing Orders, expectations in the Good Councillor Guide and the Civility & Respect (Model Councillor – Officer Protocol).

Aims and Objectives

The Committee has delegated powers to consider all planning applications and to respond to them for the Parish Council. The role of the Committee is to:

- Consider all planning applications
- Study relevant plans, visit relevant sites and consider any comments from members of the parish before coming to a decision
- Consider whether to canvass opinion for and against applications to assist with a fair determination of applications
- Ensure that all relevant parties are given an adequate hearing if they request this in accordance with the Council's Standing Orders
- 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
- Consider environmental aspects when considering planning applications

- Monitor the general environment of the parish and report to the planning authorities any potential planning breaches
- Respond on behalf of the Parish Council when a time sensitive response is required
- Respond to all consultations regarding planning issues that will have an impact on the planning the Committee is authorised to make written representation or to elect a member to attend the hearing
- Develop the recommended Character Assessment document which will set standards for future proposed developments within the village, giving due care and attention to the environmental Agenda (Carbon Footprint)
- Consider whether a Local Neighbourhood Plan should be developed and to make recommendation to the Parish Council
- Consider when an application is subject to appeal the Committee is authorised to make written representation or to elect a member to attend the hearing
- Attend planning training sessions as offered by the planning authority and to read relevant documentation to ensure that the Committee is aware of the current legislation and regulations

Meeting Arrangements

The Committee will meet as required but will conduct business about routine planning matters by email, a record of all planning applications, the responses of the Parish Council and decisions taken by the planning authority will be recorded in the minutes of the Parish Council. The Clerk will minute all meetings of the Planning Committee and the minutes will be submitted to the full Parish Council at the next meeting for adoption. The Clerk is responsible for submitting the responses to the Planning Authority.

Reporting and Accountability

The group will be a Committee of the Council and as such will refer any matters to the Council that are deemed significant enough to require full Council consideration and approval.

Review Arrangements

The Committee will be a standing Committee of the Parish Council. The appointment of the Committee will be considered at the annual Council meeting who may decide to alter or dissolve the Committee as required.

Approved by Parish Council: 12/06/2024

Review Date: 14/05/2025