

# LONG ASHTON PARISH COUNCIL

## PLANNING COMMITTEE TERMS OF REFERENCE

As adopted at the Committee Meeting held on 18<sup>th</sup> November 2013  
Reviewed without change by Council Monday 18<sup>th</sup> May 2015  
Reviewed with minor amendment to Delegation 16<sup>th</sup> May 2016  
Reviewed without change by Council 15<sup>th</sup> May 2017  
Reviewed with the addition of the definition of a quorum meeting 21<sup>st</sup> May 2018

### Membership

Membership shall consist of:-

- The Chairman and Vice Chairman of the Council.
- A minimum of 7 other Parish Councillors elected at the Annual Council Meeting.
- A Chair and Vice Chair of the committee shall be elected at the first committee meeting after the Annual Meeting of the Council

### Areas of Responsibility

This committee has delegated powers to deal with all planning issues

- To make representations to the Local Planning Authority on applications for planning permission which have been notified in accordance with the Local Government Act 1972, Section 20, Schedule 16 and other relevant legislation.
- To pass comments to the appropriate Local Planning Authority on applications for planning permission which although not sited within Long Ashton Parish will have an impact on its residents..
- To make representations in respect of appeals against the refusal of planning permission.
- To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.
- To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure.
- Consider and respond to planning policy related consultations from Local and Central Government.
- To deal with any other planning related matter that a meeting of the full Council considers appropriate to be referred to the Planning Committee.

All powers shall be exercised in accordance with any Standing Orders, policy adopted, or directions given, by Long Ashton Parish Council.

### Meetings

- The Committee will meet at least monthly.
- The quorum for the meeting is one third of the committee, rounded up to a whole number and not less than three members attending.

- The Planning Committee has an obligation to ensure that all comments received by the Parish Council, prior to the meeting, from all relevant parties, applicants and objectors, for planning applications (not including enforcement notices) are considered at the meeting.
- Minutes of all meetings will be recorded by the Minute or Parish Clerk. Draft minutes will be circulated to all Council members and published on the Council website as soon as available.
- All Councillors are welcome to attend meeting of this Committee but only those appointed to it may vote.

### **Responses**

- The Parish Clerk will communicate the Committee's decision in respect of the applications considered to North Somerset Council or the appropriate planning authority. The Clerk is to ensure that these decisions arrive within the timescale set for each application.
- 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.

### **Delegation**

The Clerk is given delegated powers to respond to planning applications, where the timescale of the application is such that they cannot be considered at the next scheduled meeting of the Committee, after inviting comment from all Councillors on the Planning Committee.

### **Review**

These terms of reference are to be reviewed annually at the Annual Meeting of the Long Ashton Parish Council.