

## **RULES OF GUIDANCE FOR THE PLANNING COMMITTEE**

These rules are supplemental to, and do not in any way override, the Parish Council's standing orders &/or financial regulations.

### **1. Membership of the Planning Committee**

- a) Membership of the committee will be as decided at the Annual Parish Council meeting each year, subject to the proviso that the chairman and vice-chairman of the Parish Council shall, in any event, be *ex officio* members.
- b) The committee shall be subject to a quorum of three of its members.
- c) The committee shall consist of 6 members, to include a Chair and Vice Chair (Please contact Clerk for current list of members)

### **2. Chairman**

- a) The chairman of the committee will be elected by the committee at its first meeting after the Annual Parish Council meeting.
- b) The vice-chairman of the committee will be elected by the committee at its first meeting after the Annual Parish Council meeting.
- c) The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.

### **3. Conduct of Meetings**

- a) All meetings of the Planning committee will be convened in accordance with the Parish Council's standing orders.
- b) Meetings will be minuted by the Clerk to the Council, another member of staff or a member of the committee.

### **4. Powers of the Planning Committee**

The Planning committee shall be empowered to:

- a) Authorise expenditure provided such expenditure is:

- Consistent with the responsibilities and areas of operation of the Planning committee;

And

- Within the budget set for Planning or Conservation Area as part of the Council's overall budget or within any additional budget for Planning or Conservation Area authorised by Full Council or the Finance & General Purposes committee during the course of the financial year.

- b) To act on behalf of the Parish Council in respect of any planning issues and, in particular, to:
  - Support or Not Support planning applications on the Parish Council's behalf as appropriate.
  - Submit comments and recommendations regarding planning applications to the District Council on the Parish Council's behalf.

- c) To respond on the Parish Council's behalf to consultations regarding planning issues or issues, including the infrastructure of the village, which may have an impact on planning?

### **5. Responsibilities and Areas of Operation of the Planning Committee**

- a) To consider planning applications in respect of properties and developments in Uplyme and to:

- Decide whether to support or not support on the Parish Council's behalf.
  - Submit comments and recommendations on the Parish Council's behalf to the District Council as required.
- b) To study relevant plans, visit relevant sites and consider any comments from members of the public before deciding whether to submit comments or recommendations of support or objection.
  - c) To ensure that any objections or recommendations are based solely on planning criteria.
  - d) To consider consultations and correspondence regarding planning issues or issues, including the infrastructure of the village, which may have an impact on planning at local, regional or national level, and to respond on the Parish Council's behalf as appropriate?
  - e) To take note of decision notices in respect of planning applications received from the District Council.
  - f) To take note of any new legislation or regulations, changes in policy or other developments affecting the planning process, and any briefings received, and to participate in any relevant training.
  - g) To liaise with the District and County Councils, the Neighbourhood Plan group, Village Plan Development group, the Village Design group and any other groups, sub groups or organisations regarding planning issues and other issues, including the infrastructure of the village and environmental improvement schemes, which might have an impact on planning.
  - h) Subject to the budgetary constraints outlined in 4a [above], to purchase heritage plaques or similar for the Conservation area on the Parish Council's behalf.
  - i) To bid or apply for grants to finance any initiatives which are consistent with the responsibilities and Areas of Operation of the Planning Committee

## Uplyme Process of Planning Committee meetings

Planning Committee meetings use the following process:

1	The planning committee agenda papers are published online 3 working days or more before the planning committee meeting and are emailed to committee members for notification, research and possible site visits. <i>Note: Planning meetings are normally held on the 4<sup>th</sup> Wednesday of each month at 5.00pm at the Uplyme Village Hall Committee room, although this can vary depending on the volume and timing of applications. Normal planning applications must be responded to within 23 days, although, this can vary, depending on the application.</i>
2	A Supplementary Information list is often made available on the evening of the planning committee meeting - containing information received after publication of the planning committee agenda papers.
3	On the panel there must be a quorum which is a minimum of 3 planning committee members to include the planning chairman.
4	The Chairman of the planning committee can have his/her own vote, as well as the normal casting vote in the event of an equality of votes.
5	It is advisable to have a vice chairman in the case of the normal chairman of the committee has to be absent due to a declaration of interest or illness for instance, if there is no vice chair then one of the members of the planning committee should step up as chair.
6	The parish council chairman can step in and facilitate the meeting but can only have a casting vote if not a planning member.
7	The planning committee chairman will open the meeting and make introductions

8	Meetings may be recorded in accordance with the councils guide for audio recording of meetings or minutes taken by writing and processed accordingly, normally by the Clerk.
9	Planning applications are usually taken in agenda order; however, items against which public are registered to speak are normally brought forward
10	The planning officer introduces a report
11	If necessary, the committee will be given time at the meeting to consider supplementary information
12	Any public speaking will be heard. The chairman will offer an open public forum for which they can speak on any of the planning applications on the agenda to a total of 15 minutes. This is the only occasion that the public can speak or discuss items on the agenda.
13	Planning Committee members can ask questions of speaker
14	Public speaking is complete, and the public cannot take part in further debate of the plan
15	Ward councillors sometimes speak for 5 minutes on behalf of local residents
16	Planning committee members then debate the matter
17	The planning officer, or others in attendance (e.g. solicitor) will provide clarification and advise if asked by a planning committee member
18	The committee take a vote on a show of hands to make a decision - the vote is normally recorded
19	The meeting will follow the agenda until close of business.
20	The responses from the planning committee of each planning application on the agenda are emailed to East Devon Planning ( <a href="mailto:planningeast@eastdevon.gov.uk">planningeast@eastdevon.gov.uk</a> ) or uploaded on to the EDDC online portal as soon as possible by the Clerk.
Guide Notes	<b>Personal Interests as advised by DALC:</b> Just knowing a planning applicant is not by itself a reason to declare an interest, which would have to be declared by individual councillors not the council as a body corporate. If however a councillor was a business associate, or neighbour that might mean they should declare a pecuniary interest – if they were a very close friend then a personal interest might be appropriate. But in small communities its inevitable people know one another and would not in itself be a barrier to considering the planning application.