

Uplyme Parish Council

PLANNING COMMITTEE

Terms of Reference

PURPOSE OF THE COMMITTEE

To study relevant plans, conduct site visits, review public comments and then consider the “material considerations” and Neighbourhood Plan policies. Then to make recommendations on behalf of the Full Council to East Devon District Council/Devon County Council as authorised on the following:

- All planning applications referred to Uplyme Parish Council by the Planning Authorities.
- All other planning matters concerning Uplyme Parish, including liaison with potential developers or any agency proposing change to the built environment of Uplyme will be by this Committee.
- To respond to consultations and to liaise with District/County Councils, National Highways authority and the various groups/organisations in the village regarding planning issues or issues, including infrastructure, Environmental and Climate Change impact at local, regional and national level.
- To take note of any new legislation or regulations, changes in policy or other developments affecting the planning process, and any briefings received.

DELEGATED AUTHORITY

To incur expenditure on behalf of the Council (where already provided within the agreed revenue budget and excluding any items incurring capital expenditure) on Training for Council Members & staff on matters connected with the Council’s role and functions as a Planning Consultee, also to purchase heritage plaques or similar for the Conservation area.

To authorise the Clerk to take the necessary action to implement approved decisions of the Committee.

The Full Council will delegate power to the Clerk to respond to any Planning Applications received during the year which cannot be considered at a Planning Committee meeting, for example due to a meeting not being quorate, a meeting not taking place due to unforeseen circumstances or if a meeting cannot be called within the period of consultation so a response can be sent to East Devon District Council or Devon County Council.

COMMITTEE GUIDELINES

1. Membership of the Planning Committee

- a) Membership of the committee will be as agreed at the Annual Meeting of the Council.
The Chair and Vice-Chair of the Parish Council shall, in any event, be *ex officio* members.
- b) The committee shall be subject to a quorum of three.

Adopted:

Reviewed:

- c) The committee shall consist of 6 members in total.

2. Chair

- a) The chairman of the committee will be elected by the committee at its first meeting after the Annual Meeting of the Council.
- b) The Vice-Chair of the committee will be elected by the committee at its first meeting after the Annual Meeting of the Council.
- 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 their casting vote whether or not they gave an original vote.
- d) The Parish Council Chair can step in and facilitate the meeting, but can only have a casting vote if not a planning member.

3. Conduct of Meetings

- a) All meetings of the Planning Committee will be convened in accordance with the Parish Council's Standing Orders. *Planning meetings are normally held on the 4th 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.*
- b) Meetings will be minuted by the Clerk to the Council, or an appointed member of the committee in the clerk's absence.
- c) The Chair will offer an open public forum for which the public 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.
- d) Any District, County Councillor, Officer or Representative can address the Committee after the Public forum.

Personal Interests as advised by DALC:

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.