



Queen Camel Parish Council

Planning Committee

Terms of Reference and procedures

Adopted at the Annual Meeting of the Council on 14th May 2018.

These Terms of Reference should be read in conjunction with Queen Camel Parish Council's Standing Orders which govern the procedures of the Council and its Committees

WHEREAS Queen Camel Parish Council (the Council) is a Statutory Consultee of the Local Planning Authority (LPA) in respect of planning applications relating to the Parish, the Council has set up a Planning Committee (the Committee) with delegated authority to consider and respond to such applications and other planning matters on behalf of the Council for a trial period of one year.

1. Membership of the Committee

- 1) The Committee shall have a maximum of four members, one of whom will act as Chairman.
- 2) The Committee members and Chairman shall be elected by the Council at its Annual Meeting or, in the event of an interim vacancy, at the next Committee meeting.
- 3) In the event of the Committee Chairman being absent the first business of a Committee meeting shall be the election of another member to chair that meeting.
- 4) The Committee's quorum shall be three members **who have not declared a personal or prejudicial interest and are eligible to vote.**

2. Responsibilities of the Committee

- 1) To make representations to the LPA (South Somerset District Council or **Somerset County Council**) in respect of planning applications where the Council has been consulted or has an interest.
- 2) To take note of and where appropriate comment on Tree Preservation Orders brought to the Council's attention.
- 3) To make representations in respect of appeals against the refusal of planning permission, where appropriate.
- 4) To monitor and review the Council's planning consultation procedure and, where necessary, to make recommendations for it to be amended.

- 5) To liaise with the Neighbourhood Plan Steering Group **or any other Parish Group or organisation involved in planning matters**, to respond to planning consultations and to deal with any other planning matter which the Council considers appropriate.
- 6) **To have regard to the Queen Camel Neighbourhood Plan.**
- 7) To keep up to date with material changes in planning legislation, regulations and procedures and attend relevant training sessions offered by the LPA, the Somerset Association of Local Councils and other bodies.

3. Limitations of the Committee's functions and powers

A planning application or any other planning matter will be referred to and considered by the Council rather than by the Committee if any ~~three~~ Councillor (whether ~~they are a~~ member of the Committee or not) request this in writing, especially where the application or matter is considered particularly important or controversial.

4. Procedures

- 1) The Clerk will notify Committee members and all other Councillors by email of any planning application received. Such notification shall include a link to the application on the website of the LPA or other Planning Authority concerned.
- 2) Paper copies of applications received by the Clerk will be made available to all Councillors and members on **request** and will be brought to the relevant Committee meeting.
- 3) Any site meetings attended by members of the Committee are not formal Committee meetings and therefore no decisions will be taken at such meetings and they need not be quorate.
- 4) In consultation with the Committee Chairman the Clerk will call Committee meetings to consider planning applications as required, always in a public place and on a weekday after 6pm, and normally in the Marples Room on the second Monday of the month at 7pm.
- 5) Committee meetings may be called at other times if necessary, for example to ensure that the meeting is quorate or where the LPA will not extend the deadline for the Council's response.
- 6) The Summons and Agenda of Committee meetings will be issued and published by the Parish Clerk in the same way as meetings of the Parish Council, being emailed to Committee members and other Councillors and posted on the noticeboards and website, at least three clear days before the meeting.
- 7) **Where practicable applicants and other interested parties will be given details of relevant Committee meetings.**
- 8) The Committee has an obligation to ensure that comments on planning applications from relevant parties (including applicants and objectors) which are received before or at the meeting are considered by the Committee.
- 9) Members of the public are entitled to attend Committee meetings and speak on Agenda items for a maximum of three minutes as long as the total time allocated for members of

the public to speak does not exceed fifteen minutes, unless the Chairman permits an extension of these time limits.

- 10) In accordance with the Council's Standing Orders members of the public **and press** may be excluded when the Committee is discussing confidential business.
- 11) The Committee's debates and decision-making shall be conducted in accordance with the Council's Standing Orders.
- 12) The Clerk shall communicate the Committee's decisions to the LPA.
- 13) Minutes of Committee meetings shall be taken by the Clerk or by any member nominated at the meeting and shall then be drafted, issued and published by the Clerk in the same way as minutes of Council meetings.
- 14) Planning applications, Committee responses, LPA decisions and other Committee business shall be reported orally at the next meeting of the Council **and minutes of Committee meetings will be tabled at a Council meeting as soon as is practicable.**
- 15) Where an application refused by the LPA is subject to an appeal the Committee may make a written representation or send **one or more Committee members** to attend the hearing if it considers this appropriate.
- 16) The Parish Clerk will forward the Committee's recommendations to the LPA and handle other communications between the Committee and the LPA or other parties.

5. Review

In the event of the Planning Committee continuing to operate beyond the trial period these Terms of Reference shall be reviewed annually.