

BRERETON & RAVENHILL PARISH COUNCIL

Parish Hall, Ravenhill Park, Main Road, Brereton, Rugeley, WS15 1DU

PLANNING COMMITTEE (Pc) TERMS OF REFERENCE

Review Month	Month Reviewed	Date Revised	Changes Made	Date Adopted
				JUNE 2024
APRIL 2025				

1. Terms of Reference common to all committees.

1.1. All meetings of Parish Council committees will be convened in accordance with the Parish Council's Standing Orders.

1.2. Councillor's / Members can be members of one or more committees and the Council's Chair and Vice Chair are ex-officio members with voting rights.

1.3. Decisions will be sent to CCDC and filed in the Planning Committee file in the parish hall office. Decisions made will be reported and minuted at the next full council meeting. Agreement is given to acknowledge that the decisions have been reached within the powers delegated to that committee.

1.4. A substitute member maybe nominated and appointed to a committee or subcommittee if an ordinary member cannot attend and the meeting maybe inquorate without that substitute.

1.5. The chairman and vice chair of the committee will be elected by the committee at its first meeting after the Annual Council meeting or agreed at a subsequent full council meeting. Upon election of a new Policy committee, the outgoing Chair shall remain a member of the Policy committee for a period of minimum two meetings from the date of the meeting at which the new Policy committee was agreed, provided that the outgoing Chair is still a member of the Parish Council.

1.6. Parish Councillors not on a committee may attend meetings but cannot vote, they assume the same standing as a member of the public. If they have points, they wish to include they are encouraged to email the Chair and Clerk directly 72 hours before the meeting.

1.7. The press and public may be excluded from committee meetings if their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion shall be by a resolution which shall give reasons for that exclusion.

1.8. Committees may create advisory groups or working groups to deliver a specific objective. These groups will work within an agreed brief. These groups will be wound-up at the completion of their task.

1.9. Committee agendas and minutes will be structured and formalised by the Clerk in discussions with the Committee Chair and meetings will be minuted by the clerk or a delegated member of the council.

2. Purpose

2.1. The Committee is responsible for submitting comments on applications and consultations in respect of Parish and Town, Listed Buildings, Conservation Areas and highways.

2.2. Submit comments on Parish and Town Planning, Listed Buildings and conservation areas applications within or significantly affecting the parish of which the District Council or the County Council have notified it.

2.3. To be informed of the contents of decision notices received from either the District Council or the County Council.

2.5. Comment on compulsory purchase orders and proposed orders (whether made under planning or other legislation).

2.6. Deal with other related planning matters.

3. Members

3.1. The Committee will consist of at least four Members

3.2. Members should ideally have the appropriate skills and /or experience to carry out their role.

3.3. Quorum will be three members

4. How the committee operates

4.1. Meetings will be held as required but publicised prior on the council's website, local library, noticeboards and their Facebook page.

4.2. There is no way of predicting when the committee will be presented with a planning application, which needs their consideration. As such there is a need for flexibility in the manner of their discussions.

4.3. If email comments are requested, the Chair will set a deadline date after which it will be assumed all comments have been received.

4.4. Meetings will be held as and when required, but at least 5 clear days prior to the closing date.

4.5. Usually, these will be arranged immediately prior to all other meetings on the either the first or third Thursday of the month, prior to the Full Council.

5. Responsibilities and Areas of Operation of the Planning Committee

5.1. To consider planning applications in respect of properties and developments in Brereton and Ravenhill Parish and to:

- Decide whether to support or object on the Parish Council's behalf.
- Submit comments and recommendations on the Parish Council's behalf to the District Council as required.

5.2. 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.

5.3. To ensure that any objections or recommendations are based solely on planning criteria.

5.4. 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.

5.5. To take note of decision notices in respect of planning applications received from the District Council.

5.6. 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.

5.7. To liaise with the District and County Councils, the Local Plan Development 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.

5.8. To assist the Heritage Working Group in bidding or applying for grants to finance any initiatives which are consistent with the responsibilities and Areas of Operation of the Planning Committee.

5.9. To make representations in respect of appeals against the refusal of planning permission.

5.10. To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.

5.11. To identify and agree the key priorities for the parish as a response to new housing developments.

5.12. During a period of emergency, or if the Committee is unable to consider the matter either at a meeting or by other means, within the statutory timescales, the Chair of the Planning Committee may make the Council's views known having consulted with the Chair/Vice Chair of the Full Council. Any application considered/responded to in this way will be reported to both the Committee and the Full Council at the next meeting, to be ratified.

6. Finance

6.1. This committee does not have a budget. The budget will remain with the Council.

6.2. The committee can decide to undertake a scoping exercise as part of their consideration of an issue prior to bringing their decision to the next full council meeting, but any costs involved must be approved in advance by the Full Council.

7. Reporting to the Council

7.1. The Planning committee will report to the next full council meeting after their committee meeting on the decisions it has made.