



SHALDON PARISH COUNCIL

PLANNING COMMITTEE

TERMS OF REFERENCE

ADOPTED 28 NOVEMBER 2023
NEXT REVIEW NOVEMBER 2024

Introduction

The Planning Committee (PC) is a standing committee of Shaldon Parish Council (SPC). This Terms of Reference (ToR) sets out the following for the PC:

- Purpose
- Membership and Authority
- Meeting Arrangements
- Reporting
- Review of ToR.

The Parish Council has no powers of decision making over Local Planning, but can make recommendations or assist where appropriate, with planning issues on local planning applications to Teignbridge District Council, who are the Local Planning Authority (LPA), or to Devon County Council (DCC), who are the County Planning Authority (CPA).

Purpose and Scope

SPC act as consultees to the LPA and the CPA, for all planning applications that relate to the Shaldon Parish area. The PC is a standing committee with the authority through the Chairman, to consider and to respond on behalf of the whole Council in respect of planning applications, appeals, consultations and all matters concerned with planning process within and/or affecting the Shaldon Parish as follows.

- Make representations to the LPA and CPA on applications for planning permission which have been notified to PC.
- Make representations in respect of appeals against the refusal of planning permission.
- Identify and make representations, to the relevant authorities, in respect of enforcement action or any matters considered to be breaches of planning regulations.
- Monitor, review and where necessary make recommendations to the LPA and CPA for amendments to the planning consultation procedure.
- Deal with any other planning related matter that a meeting of the Shaldon Parish Council considers appropriate to be referred to the PC.
- Use its delegated powers in relation to all matters relating to Tree Preservation Orders (TPO), in that the planning application will be reported in the normal way.
- Make representations to both LPA and CPA, with respect to all wider aspects of planning process.
- Engage with local consultations where required.

Current Membership

The Chair and Vice Chair must be members of Shaldon Parish Council.

Members: Cllr Danielle Westlake, Cllr Andy Burnham, Cllr Jo Cumbley, Cllr Tim Palmer, Cllr Claire Stoye.

(Quorum for each meeting is 3)

Committee Chair: Cllr Andy Burnham

Administration: to be carried out by the SPC Clerk/Proper Officer & RFO: Nicola Hamblin.

Meeting Arrangements

- The PC will meet as part of the monthly SPC meetings which is every fourth Tuesday of the month and mid-month, dates may vary but to ensure that all Planning Applications received can be discussed and replied to within the dictated timescale.
- Meetings will be held at the Methodist Hall, Shaldon.
- The LPA can now be contacted by any Councillor to ask for an application to be considered at the Planning Committee if it meets certain guidelines. SPC can also consider boundary neighbouring planning applications. However, all communication has to be approved by the Planning committee before being submitted.
- The PC has an obligation to ensure that any comments received, prior to the meeting, from any relevant parties, applicants and objectors, for planning applications (not including enforcement notices) are considered at the meeting.
- The Parish Clerk will communicate to the LPA or the CPA the Committee's decision in respect of applications considered. 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. Wherever possible, a member of the PC is to be nominated to attend any relevant LPA or CPA meeting, as necessary. To ensure central oversight and transparency, all correspondence should be conducted through the Parish Clerk.
- The meeting will be conducted under SPC Standing Orders version agreed at full council meeting on 28 November 2023.
- The distribution of agendas and minutes is in accordance with the SPC Standing Orders as above.
- In accordance with standing orders the public and representatives of the press can attend these meetings.

Reporting

- The PC will report to the Full Parish Council.
- Minutes of the PC will be provided to members of the PC for approval at next full Council Meeting.
- Minutes will be published on the Parish Council website.

Review

This ToR should be reviewed annually by the PC.