

## **PLANNING COMMITTEE - TERMS OF REFERENCE**

This Committee shall:

- a Have a standing responsibility to examine all planning applications and appeals affecting the parish and shall WITHOUT reference to the Council make known its comments thereon to the local planning authority within the statutory time limits imposed.
- b At the discretion of the Committee, refer any such applications to the Parish Council as is considered necessary.
- c Appoint a member and/or members or other suitable person to represent the inhabitants of parts or the whole of the parish at any public or other inquiry by a Ministry or other public body under any act relating to development control or any other aspect of the Council's responsibilities.
- d Be empowered to liaise with anybody, organisation or department on any matter within the Committee's area of responsibility ensuring compliance with the adopted policy. (*See Protocol for Pre-Planning Applications*).
- e The standard process for submitted planning applications involves the Chairman allocating the application to one of the Planning Committee members for site visiting, research and neighbour consultation. The nominated Member is responsible for briefing the Planning Committee during the Planning Committee or full Council public meeting.
- f Monitor the application and effectiveness of Tree Preservation Orders in the Parish and make appropriate recommendations in this connection to the responsible authority.
- g Once a planning decision has been agreed at a meeting and is in the hands of the Clerk, this decision will be taken as posted.
- h Protocol for investigation of potential planning violations.
  - 1) Planning Committee Members will identify potential violations themselves or via referrals from villagers.
  - 2) The details will be included in the publicly available Planning Agenda for the next available meeting.
  - 3) At the Public Meeting a brief summary of the case will be presented and a vote will take place to decide if any action is required.
  - 4) Where action is required the matter will be discussed and a conclusion reached where possible. If not possible the case will be assigned to a Committee Member to investigate and report the findings at the next Planning Meeting, again reviewed in public. Once a case is concluded, and action is required, a draft report will be prepared for the TVBC Enforcement Officer that will require full Planning Committee approval.