



Winterbourne

PARISH COUNCIL

PLANNING COMMITTEE TERMS OF REFERENCE

The Planning Committee is a constituted committee of Winterbourne Parish Council.

The Planning Committee acts as a consultee for the Council in respect of all planning applications referred to it by the local authority. (South Gloucestershire Council)

The Council's Standing Orders and Code of Conduct shall apply to this Committee and its members.

Meeting

- The Committee shall consist of 8 members. The Chairman and Vice Chairman of the Council are ex-officio members of the Committee and have full voting rights. A quorum will consist of 4 members.
- Membership shall be agreed and approved by annually at the Annual Parish Meeting. In case of an equal vote the Chair of the Committee shall have a second or casting vote.
- The Chairman and Vice Charman of the Committee will be elected by the Committee at their first meeting after the Annual Council Meeting each year.
- The Committee will meet twice a month unless an additional meeting is required.
- Terms of Reference of the Planning Committee shall be reviewed annually.
- Minutes of the Committee will be circulated to all members of the Council and signed by the Chairman of the Planning Committee at its next meeting. They will be noted in the next Council meeting.

Planning Applications

- Planning applications are sent by email to the Clerk from the Local Planning Authority. They can also be viewed on the planning portal of the Local Authority.
- These are added to the agenda for the next Planning Meeting, and comments on each item are then emailed to the Local Authority. Comments must be made within 21 days of the receipt of the application. Should a meeting not be

scheduled within that date, a request will be made to the Local Authority to extend the deadline. If this is not possible an extra meeting will be called.

Areas of Responsibility

The Committee has delegated authority from Winterbourne Parsih Council.

- To respond to the Local Planning Authority on applications for planning permission which have been notified to the Council.
- To note and respond where necessary in respect of any appeals lodged with the Local Planning Authority.
- To correspond with the Local Planning Authority in respect of enforcement matters and/or any other matters considered to be breaches of planning regulations.
- To note any Tree Preservation Orders made by the Local Planning Authority.
- To note any matters made by the Local Authority relating to highways, footpaths, bridleways and rights of way.
- To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure.
- Only Committee members may vote on agenda items. If unable to attend, a member may appoint any other member of the Council who is not a member of the Committee as their substitute. Full details of the substitution process are in the Parsih Council's Standing Orders.
- Councillors who are not members of the Committee may speak with the permission of the Chair, but shall not be entitled to vote.

Agreed by Council: 06.11.2023

To be reviewed: 01.05.2024