

Upton Magna Parish Council

Planning Committee terms of reference

OBJECTIVE

Upton Magna Parish Council is currently an advisory body to the local planning authority (Shropshire Council) for all planning applications that relate to the Parish area. The Planning Committee is constituted to consider and to respond on behalf of the Council in respect of such applications and any related matters.

MEMBERS

Membership shall consist of a maximum of four Council members elected annually, along with the Chairman of the Parish Council in an ex-officio capacity.

The Chairman of the Planning Committee shall be one member of the committee, elected by the membership.

A quorum shall consist of three members.

MEETINGS

The Parish Clerk or the Planning Committee Chairman may call meetings as and when necessary.

All decision-making meetings of the Planning Committee shall be open to the public. Notice of such meetings will be given on the Parish Council website and on notice boards 3 clear days in advance. Site visits may be arranged by members of the Planning Committee but no decisions must be made during such visits.

Minutes of all meetings will be recorded by the Parish Clerk or by any member nominated at the meeting. All planning applications, minutes, responses, and decisions shall be noted in the minutes of full Council.

The Planning Committee may, if necessary for timing reasons or in the case of non-contentious applications, agree its response to planning applications by email, phone, or video conferencing, subject to the normal quorum.

NOTIFICATION

The Clerk will send details of all received planning matters to the members of the Planning Committee and will post details on the Parish Council's website.

The Clerk will communicate to the Local Planning Authority the Committee's response in respect of matters considered.

INTERESTS

If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council then he/she shall declare such an interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required. NB. If a member has declared an interest and then considers the interest to be prejudicial, he/she must withdraw from the room during consideration of the agenda item to which the interest relates.

DELEGATED POWERS

The Planning Committee has the delegated authority from Upton Magna Parish Council

- a) To make representations to the Local Planning Authority on applications for planning permission which have been notified to Upton Magna Parish Council.
- b) To make representations or to elect members to attend hearings in respect of appeals against the refusal of planning permission.
- c) To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.
- d) To deal with any other planning-related matter that a meeting of the Full Council considers appropriate to be referred to the Planning Committee.

RESPONSIBILITIES

- a) To ensure that any objections or recommendations are based solely on planning criteria.
- b) To study relevant plans, visit relevant sites (if considered necessary) and consider any comments from members of the parish or relevant parties before coming to a decision.

- c) To consider environmental aspects when assessing planning applications.
- d) To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure.
- e) To attend planning training sessions as offered by the planning authority and to read all relevant documentation to ensure that the Committee is aware of current legislation, policy, and regulations.

REVIEW

These terms of reference shall be reviewed annually.

Adopted: 9th September 2021

Minute ref: 21/107

Reviewed: 11th May 2023

Minute ref: 23/045