

Downley Parish Council

Planning Committee Terms of Reference

1. Objective

Downley Parish Council is currently an advisory body to the Local Planning Authority (Buckinghamshire Council) for all planning applications that relate to the Parish area.

The Planning Committee is constituted to consider and respond on behalf of the Council in respect of such applications.

2. Membership

Membership shall consist of a maximum of five Council members elected annually.

A quorum shall consist of three members

3. Areas of Responsibility

The Planning Committee has the delegated authority from Downley Parish Council:

- a) To make representations to the Local Planning Authority on applications for planning permission which have been notified to the Parish Council;
- b) To make representations 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 permissions;
- d) To monitor, review and where necessary make recommendations to Buckinghamshire Council for amendments to the planning consultation procedure;
- e) To deal with any other planning related matter that a meeting of the Full Council considers appropriate to be referred to the Planning Committee; and
- f) The Clerk to be given delegated powers for all Tree Preservation Orders to state that the Council comments are 'Refer to Buckinghamshire Council Arboriculturist'; the planning application will be reported in the normal way on the planning list, with relevant comments.

4. Planning Applications

Planning application details shall be circulated to all Parish Councillors on receipt of notification of a validated planning applications by the Parish Clerk or the Chairman of the Planning Committee. The applications may be viewed on the Planning Portal of Buckinghamshire Council. The Planning Committee members shall be provided with details of validated planning applications for perusal at the Planning Committee Meetings via the meeting agenda, three calendar days prior to the meeting.

5. Meetings

The calendar of meetings shall be confirmed at the first meeting after the Annual Meeting of the Downley Parish Council.

The Parish Clerk or the Chairman of the Planning Committee may call additional Planning Committee meetings as and when necessary to ensure that all Planning Applications received can be discussed and replied to within the timescale.

Minutes of all meetings will be recorded by the Parish Clerk or by any member nominated at the meeting and circulated at the Full Council meetings. The responses to all planning applications shall be noted in the minutes of the Full Council.

6. Responses

The Parish Clerk will communicate to the Local Planning Authority the Committee's decisions in respect of planning applications considered.

Where a planning 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 Planning Committee is to be nominated to attend Planning Authority's meeting, as necessary.

All correspondence should be conducted through the Parish Clerk.

7. Review

These terms of reference are to be reviewed annually