

Horrabridge Parish Council

Terms of Reference for the Planning Committee

1. Objectives

- 1.1 The Planning Committee is constituted to represent Horrabridge Parish Council in planning matters referred to Horrabridge Parish Council by Dartmoor National Park and other Planning Authorities.
- 1.2 The Planning Committee is not the Local Planning Authority and as such does not have the power to refuse or allow planning applications. The Planning Committee on behalf of Horrabridge Parish Council is a statutory consultee in the planning process.
- 1.3 Horrabridge Parish Council has agreed to adopt the Terms of Reference for the Planning Committee at its meeting held on 16th May 2023 and has recorded the decision under Minute 08:23/24.
- 1.4 Horrabridge Parish Council will review these Terms of Reference at its Annual Parish Council meeting each year.

2. Membership

- 2.1 The Committee shall consist of THREE Parish Councillors who shall be selected each year at the Annual Parish Council Meeting.
- 2.2 A chairperson will be elected for the forthcoming year from amongst its membership at the Annual Parish Council Meeting.
- 2.3 The Chairperson may be re-elected.
- 2.4 All parish councillors may attend meetings.
- 2.5 The quorum of the Planning Committee will be THREE members.

3. Areas of Responsibility

The Planning Committee holds delegated authority from Horrabridge Parish Council as defined under the Council's Standing Orders:

- 3.1 To make representations to the Local Planning Authority on applications for planning permission and Tree Preservation Orders which have been notified to the council.
- 3.2 The Committee will advise the Parish Council of its decisions and recommendations at the next appropriate meeting of the Parish Council.
- 3.3 The Committee shall meet as and when required.
- 3.4 Agenda and Minutes of all meetings shall be prepared, published, posted and kept by the Clerk and forwarded to all members of the Council.

4. Planning Applications

- 4.1 Details of planning applications shall be circulated by e-mail to all committee members by the Parish Clerk.
- 4.2 Applications are available to view on the Planning Portal of Dartmoor National Park website.

5. Meetings

- 5.1 The Committee may refer applications to the next Full Council Meeting of Horrabridge Parish Council in order that the Parish Council's response can be debated and agreed by all Parish Councillors.
- 5.2 The Planning Committee will take reasonable steps to inform an applicant and their neighbours about the Planning Committee meeting at which their application will be considered, in order to give them an opportunity to attend the meeting to address their comments to the Committee.
- 5.3 The Planning Committee allows members of the public to address the Planning Committee meeting about planning applications and other items on the agenda.
- 5.4 The Planning Committee has an obligation to consider all comments made about planning applications from all third parties whether they are provided prior to or during the meeting.

6. Responses

- 6.1 Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member or members of the Committee to attend the hearing or inquiry to present the Council's views to the Planning Inspector.
- 6.2 The Planning Committee may identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.
- 6.3 The Planning Committee may nominate a representative from the Committee (or the Clerk if appropriate) to attend the Planning Authority's Development Control and other meetings to represent the Parish Council's views in respect of planning applications and other planning matters.

7. Review

- 7.1 These Terms of Reference for the Planning Committee shall be reviewed annually.

Review date May 2023