Filed: Planning

Chelmondiston Parish Council

Planning Committee

TERMS OF REFERENCE

1. GENERAL

1.1 The Planning Committee shall be formed of Parish Councillor Members only.

1.2 The minimum number of members shall be at least six members.

1.3 A meeting shall be deemed quorate if at least 50% of committee members are present.

1.4 Within the limitations detailed herein the Planning Committee will act as an autonomous committee under delegated authority of the Parish Council.

2. PURPOSE

2.1 To consider planning applications and issues on behalf of the Parish Council.

2.2 To monitor implementation of planning permissions and liaise with Babergh District Council as appropriate.

2.3 To discuss suspected breaches of planning control regulations and to report them to the appropriate authorities via the Chairman and/or Parish Clerk. When the matter is urgent, action could be taken prior to a meeting if 50% of committee members are in agreement.

2.4 To communicate directly with relevant agencies.

2.5 To seek the views of residents where relevant and appropriate on particular planning applications.

2.6 To take into consideration views expressed by members of the public on particular planning applications.

2.7 To report to the Parish Council at regular intervals.

3. MEANS

3.1 Meetings shall be open to the public and advertised on the village notice boards and on the website.

3.2 The Committee shall meet at roughly four-weekly intervals in a suitable public venue, as advertised on the agenda.

3.3 Public discussion: members of the public will be given the opportunity to speak on any item on the agenda. Future applications may be discussed with applicants prior to their being submitted to Babergh District Council.

4. ADMINISTRATION

4.1 As soon as possible after receiving planning applications, the Parish Clerk shall inform the Planning Chairman and enter the details into a Planning Log Book.

4.2 The Parish Clerk shall draw up the agenda and post notices on the village notice boards and the website at least three clear days before each meeting.

4.3 Planning applications, which arrive after posting the agenda, may be considered or held over until the following committee meeting, with a time extension having been requested from Babergh District Council for this reason.

4.4 Where it is not possible for a time extension to be granted an emergency committee meeting may be called.

4.5 The Clerk shall attend meetings when he/she is available and take the minutes.

4.6 When the Parish Clerk is not able to attend meetings a temporary minute's secretary shall be appointed.

4.7 Minutes shall be kept by the Parish Clerk and entered into a Planning Minutes Book.

4.8 When a report is made to the Parish Council, the public shall be informed that full minutes of every meeting are available for inspection.

4.9 Minutes shall be circulated to all committee members.

4.10 Members shall be appointed yearly at each Parish Council Annual Meeting and act until the next Parish Council Annual Meeting. They may be re-appointed. Additional members may be appointed at any Parish Council meeting so long as the total number of members does not exceed the total of Parish Councillors, minus one. Appointments to the Planning Committee can be deferred at the Parish Council Annual Meeting.

4.11 At its first meeting after the Parish Council Annual Meeting, the Planning Committee shall elect a Chairman and a Vice Chairman from the appointed members.

4.12 In the absence of the Chairman at any meeting or during the meeting, the Vice Chairman will take the Chair.

5 SPECIFIC RESTRICTIONS

5.1 The Planning Committee shall concern itself only with matters of planning, (applications, breaches of planning regulations etc.)

5.2 Communication between the Planning Committee and other authorities shall be through the Chairman of the Planning Committee and/or the Parish Clerk.

6 STORAGE

6.1 After determination by the Planning Authority, documents should be stored safely – this is to be determined.

6.2 To keep applications for tree works for a *minimum* period of 1 year or as appropriate.

6.3 To keep planning applications that have been granted for a minimum period of 6 years.

6.4 To keep planning applications that have been refused for 2 years.

6.5 To keep any planning applications for developments either development or commercial indefinitely.

6.6 To keep planning applications that have been granted on appeal indefinitely.

6.7 Disposal of planning documents = due to the GDPR to be shredded or collected by a certified confidential waste company.

6.8 To Keep residential Planning Permissions for 6 years

6.9 No documents destroyed without the permission of the Parish Council.

Approved by the Planning Committee at the meeting on the 28/05/2019

Signed .....

Name: R BARNHAM,

Planning Chairman

Ratified by the Parish Council at the meeting held on the 4th June 2019

Signed .....

Name: D. CORDLE.

Chairman of the Parish Council