

**Planning Committee Terms of Reference**

The Planning Terms of Reference were adopted by the Council at its Council Meeting held on 20 March 2018.

**1. Objective**

Bonsall Parish Council is currently an advisory body to the Local Planning Authorities (Derbyshire Dales District Council and the Peak District National Park Authority) 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 in cases where time constraints for response prevent the application being considered by the full Council meeting.

**2. Membership**

Membership shall consist of all the members of the Council.

The Chair and Vice Chair of the Committee shall be the Chair and Vice Chair of the Council for the time being; in the event of their being absent a Chair shall be appointed from those present at the meeting.

A quorum shall consist of three members.

**3. Areas of Responsibility**

By default all planning applications received by the Parish Council will be considered at the monthly Council meeting. The Planning Committee will have delegated power as detailed below to deal with cases where a response is required before the monthly Council meeting (or where a time extension to allow Council meeting consideration has been requested and refused).

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

- a) To make representations to the Local Planning Authorities on applications for planning permission which have been notified to the 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 regulations;
- d) To monitor, review and where necessary make recommendations to the 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 be given delegated powers for all Tree Preservation Orders to state that the Council comments are 'Refer to Derbyshire Dales District Council Arboriculturist'; the planning application will be reported in the normal way on the planning list, with relevant comments.

#### **4. Planning Applications**

An agenda including details of planning applications shall be circulated to Planning Committee members within three clear working days of the Parish Council Planning Meeting by the Parish Clerk. The applications may be viewed on the Planning Portal at Derbyshire Dales District Council or the Peak District National Park Authority.

#### **5. Meetings**

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

The Planning Committee has an obligation to ensure that any comments received, prior to the meeting, from any relevant parties, applicants and objectors, for planning applications (not including enforcement notices) are considered at the meeting.

Minutes of all meetings will be recorded by the Parish Clerk and circulated at the Full Council meetings. All planning applications and the decision of the Committee shall be noted in the minutes of Full Council.

#### **6. Responses**

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

All correspondence should be conducted through the Parish Clerk.

#### **7. Review**

These terms of reference are initially to be reviewed annually.

**To be reviewed: May 2019**