



Banwell Parish Council

Planning Committee Terms of Reference

Introduction

The role of this Committee is to provide the Council's response on any planning application or on any other planning matter that is referred to the Council for comment. Where appropriate this Committee may resolve to refer a particular planning matter to Full Council for determination.

Membership

The Committee is a Standing Committee and its members shall be Parish Councillors who are appointed to the Committee at the Annual Meeting of the Parish Council in May each year. At the first meeting of the Committee following the Annual Meeting of the Parish Council the first item of business shall be to elect a Chairman and a Vice-Chairman for the Committee.

The Committee shall be comprised of a minimum of five councillors, with the Chair and Vice Chair of the Council being ex officio members, with a maximum membership of eleven councillors. Members joining the Council at a date after the annual Committee elections, may also join the Planning Committee as can an existing member who elects not to join the Committee at the Annual Meeting of the Council, but who subsequently seeks to be a member of the Committee. In both cases the member must attend at least three meetings of the Committee before being able to vote. The Quorum for the Planning Committee is three.

Delegation of Planning Powers to the Planning Committee

The Committee will have responsibility for all matters associated with and relevant to planning, specifically.

- The consideration of and response to planning applications received from North Somerset Council by deadline dates set by North Somerset Council or an extended date as may be agreed with that Council.
- The preparation of a response to all Development Plan documents or such other planning policy or planning guidance documents as may be referred to the council for comment.

Referrals and Site Visits

- Any member of the Council may request that any planning matter shall be put to Full Council for a decision provided that the request is supported by at least two other Committee members who have a right to vote.
- All members of the Planning Committee should familiarise themselves with a proposed agenda item, as appropriate, prior to the Planning Committee Meeting at which it will be discussed and if any member wishes to make a site visit before the date on which the matter is to be considered by Committee he/she may undertake one with or without other members of the Committee.
- In the event of a site visit being proposed at a meeting of the Planning Committee a joint site visit by members shall be arranged at the meeting for a time when as many Committee members will be able to attend and if necessary the Clerk will seek an appropriate extension of any consultation deadline from the appropriate authority to allow consideration of the matter at the next meeting of the Committee
- A joint site visit after the Planning Committee meeting shall not be held unless at least three councillors notify the meeting of their agreement to a site visit and their intention to attend.

- Councilors making a site visit shall not enter a property and shall always respect occupiers' privacy.

Publication of Meeting Information and Timetable

- The date and time of a Planning Committee meeting will be published at least 3 clear working days (excludes weekends) before the meeting.
- Meetings will be convened for the first Monday of every month.
- To meet North Somerset Council's consultation deadline or the consultation deadline of another body a planning application or other planning matter may be discussed at a full Council meeting instead of at the Planning Committee. In such circumstances the Planning Committee Chairman or, if necessary, the Planning Committee Vice Chairman shall chair the discussion on the relevant matter. If neither are present at the meeting, then the Chairman or Vice Chairman of the Council shall take the Chair.

Attendance, Representation and Voting at Committee Meetings

- With respect to planning applications, planning applicants and members of the public who may wish to present or comment on a validated planning application on the Committee agenda will be given the opportunity to speak at the meeting for a maximum of three minutes per speaker in advance of the Committee's consideration of the application.
- As appropriate, relevant questions from residents along with any other questions from the Committee will be put to the applicants (if present and content to answer questions) by the Committee as necessary after the close of the public speaking period.
- Members of the public who attend a meeting of the Planning Committee will be given the opportunity to comment on any other planning matters on the agenda, but all speakers will again be afforded only three minutes to make their comments. The Committee Chairman on the day has the absolute discretion to minimise the number of speakers and to determine the order of speaking: residents, in particular, are encouraged to nominate a single speaker to speak on their behalf if at all possible in order to avoid duplication of comments.
- Any Councillor, who is not on the committee, may also attend but cannot vote on any agenda item.
- The Chairman of the Committee on the day shall have a second and casting vote in the event of an equality of votes.