

BORROWDALE PARISH COUNCIL

PLANNING SUB-COMMITTEE TERMS OF REFERENCE

Objective

Borrowdale Parish Council is an advisory body to the Planning Authorities (LDNPA) for all planning applications that directly relate to the parish area. The Planning Sub Committee is constituted to consider and respond on behalf of the Council to applications for planning permission and planning appeals referred to the Council by the Planning Authorities, when timescales don't allow for consideration at a full council meeting (either no meeting scheduled or a request for an extension by the LDNPA has been turned down).

Membership

Membership shall consist of the Parish Council Chairman (who will also be Chairman of the Planning Sub-Committee) and 3 members of the Full Council elected to serve on the Sub-Committee at the Annual General Meeting of Borrowdale Parish Council, or at other times to be determined. The quorum of the Planning Sub-Committee shall be 3 members.

Areas of Responsibility

The Planning Sub-Committee has the delegated authority from Borrowdale Parish Council:

- To make representations to the Local Planning Authority on applications for planning permission.
- To make representations in respect of appeals against the refusal of planning permission.
- To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.
- To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure.
- To deal with any other planning related matter that a meeting of the full Council considers appropriate to be referred to the Planning Sub-Committee. All powers shall be exercised in accordance with any Standing Orders, or directions given, by the Parish Council.

Terms of Reference

The Planning Sub-Committee members may canvas opinion for and against the application and consult with other relevant bodies to assist with fair determination of applications prior to the meeting. On site meetings may be arranged by the Chairman of the Sub-Committee. Where an on site meeting is arranged all members of the Sub-Committee and the Council shall be notified, but not all have to be in attendance.

Meetings

Planning applications considered by the Planning Sub-Committee will normally be considered by email discussion. However, the Parish Clerk or the Chairman of the Planning Sub-Committee may call Planning Sub-Committee meetings as and when necessary. The Planning Sub-Committee will decide whether they have recommendations of support or objection or no recommendation to make in relation to each Planning Application. If any two Councillors consider an application to be of great importance to the village, they may ask the Sub-Committee for a deferral to pass the decision either to the next Full Council Meeting of Borrowdale Parish Council, or if a time regulated decision is required arrange for an extraordinary meeting to decide the response. The Planning Sub-Committee has an obligation to ensure that all comments received, prior to the meeting, from all relevant parties, applicants and objectors, for planning applications (not including enforcement notices) are considered at the meeting.

Where a meeting has been called it will be open to the public.

Responses

The Parish Clerk will communicate in writing detailing the Planning Sub-Committee's recommendations to the Planning Authority, or other relevant body and will ensure that communication arrives within the timescale for each application. Where an application is subject to an appeal, the Sub-Committee is authorised to make written representation or to elect a member of the Sub-Committee to attend the hearing.

All correspondence should be conducted through the Parish Clerk wherever possible.

Review

The election of Sub-Committees and their terms of reference are to be reviewed annually at the Annual Meeting of Borrowdale Parish Council.

Adopted by Borrowdale Parish Council Thursday 26th July 2018

Review: Annually, for the most recent review date please visit www.borrowdale.org.uk