

## **PEWSEY PARISH COUNCIL**

### **Planning and Development Sub-Committee Terms of Reference**

#### **MEMBERSHIP:**

- Open to all member of the Council.
- Chair and Vice-Chair of the sub-committee will be elected at the Full Council AGM.

#### **QUORUM:**

- A Quorum will be seven members

#### **MEETINGS**

- The sub-committee will meet once a month and on three other occasions as designated in the meetings diary.
- A record of all planning applications, the responses of the Parish Council and the decisions taken by the planning authority will be recorded.
- The Clerk will minute all meetings of the Planning and Development Sub-Committee and the minutes will be submitted to the next Full Parish Council for adoption.
- The Clerk is responsible for submitting the responses to the Planning Authority within the time limited stipulated.

#### **POWERS AND RESPONSIBILITIES:**

- To consider all planning applications and to respond to them for the Parish Council.
- To study relevant plans, visit sites as necessary and consider any comments from any members of the public before coming to a decision.
- To research and listen to any relevant views and opinions to assist in the fair determination of application.
- To ensure any member of the public is given an opportunity to speak at the meeting in accordance with Council's Standing Orders. This includes reading of any letters or parts of letters submitted to the council concerning an application.
- To recommend to the Full Parish Council how it should respond to each planning application.
- To ensure that any objections or recommendations are based solely on planning criteria.
- To consider environmental aspects when considering planning application.
- To report any breaches of planning rules and regulations to the local planning authority.
- To respond on behalf of the Parish Council when any time sensitive response is required.
- To respond to all consultations regarding planning issues and to make representations if required.
- To attend planning meetings or hearings as required.
- To attend to or to take any necessary action regarding appeals.
- To take the lead in developing or reviewing the Neighbourhood Development Plan (NDP) and in concert with the Wiltshire Council Local Plan Review and to make recommendations to the Full Parish Council.
- To attend any planning or any planning sessions as offered by any relevant bodies and to read relevant planning documentation to ensure that the Sub-Committee is aware of current legislation and regulations.
- To encourage business development within the parish, maintain and support Pewsey as a Service Centre.

- To ensure council decisions are in accordance with current legislation.
- Chair and Vice Chair to be aware of and up to date with current planning legislation to inform the Sub-Committee and Full Council.
- To inform the Sub-Committee of all Local Authority decisions.
- To guide the Full Council on all planning matters.
- To maintain a diary of all applications and their relevance to the NDP.
- To lead in any development negotiations and any community discussions that may ensue.
- To lead in any public planning applications disputes and to conduct any public meetings that may be necessary.

#### **ADMISSION OF THE PUBLIC**

- Refer to section 25 sub-section 2 of council's Standing Orders.