**IDE PARISH COUNCIL PLANNING COMMITTEE**

**TERMS OF REFERENCE**

**Scope:**

The Planning Committee has the delegated responsibility from Ide Parish Council

* To consider and make representations upon local planning applications referred to Ide Parish Council by Teignbridge District Council.
* To make representations in respect of appeals against the refusal of planning permission.
* To report to Teignbridge District Council any alleged or potential breaches of planning regulations.
* To comment on any applications made under the Licensing or Gaming Acts within the village.

It should be noted that Ide Parish Council has no power to either grant or refuse an application for planning permission, as such powers reside with Teignbridge District Council. However, the Parish Council does have the right to have its views taken into account by Teignbridge District Council.

**Membership:**

* The Planning Committee will consist of 3 persons from the Parish Council, with a quorum of three. In instances where only 2 members can be present, then the Parish Council’s Chairman will act as an occasional member ex-officio in order to maintain a quorum.
* The members of the committee to be elected at the Parish Council Annual Meeting in May each year.

**Policy:**

* Where a planning application is for a development of 2 or more dwellings it will be discussed at full council
* Seek to ensure that any development is commensurate with the character of the village.
* Ensure that any comments or objections it makes to planning applications are based on planning criteria only, taking into account the following:
  + National Planning Policy
  + Teignbridge District Council Local Plan
  + Ide Neighbourhood Plan
  + Environmental and sustainability considerations
  + Impact upon local infrastructure including traffic, parking, services
  + Impact upon residents
  + Comments from members of the public.

**Procedure:**

Upon receipt of planning application(s), the committee will:

* Ensure that parishioners are made aware of any new applications via the Parish Council Noticeboard, on the <http://idevillage.org.uk/> website, and the Ide Times.
* Examine the application documentation, and where necessary arrange site visits
* Attend Planning Committee Meeting to discuss application(s)
* Respond accordingly to Teignbridge District Council planning department
* Report back to the Parish Council
* The Monthly Planning Committee meetings will:
  + Take place at 6pm, prior to full parish council meetings, or in months when there is no full parish council meeting, then on the Tuesday that falls mid-month.
  + Be open to the public
  + Be duly minuted
  + Where time constraints are such that the calendared monthly Planning Committee meeting will not allow time for the resultant response to be made to TDC, the first approach will be to ask TDC for a short extension. If this request is not granted the date of the Planning Committee meeting will be brought forward, taking into account the minimum notice required for a meeting at which the public can attend is three days.

**23rd of May, 2017**

**Appendix: Protocol on Consultation Meetings with Developers  
  
Pre-application meetings and meetings during the application process**

**Pre-determination**

The Localism Act 2011 makes it clear that it is proper for Councillors to play an active part in local discussions. In all meetings with developers Councillors are reminded of the need to abide by the Parish Council’s adopted Code of Conduct and the importance of not pre-determining their position on any future planning applications. It is noted that expressing a pre-disposition, eg. ‘welcome in principle’ or ‘have concerns’ is permissible. However, should a Councillor demonstrate a pre-determination of their view about a specific planning application and not approach the matter with an open mind, then they should not take part in the formal consideration of that matter at a meeting of the Planning Committee or any other Parish Council or Committee meeting.

**Purpose of pre-application briefing meetings and meetings during the application process**

* To be positive and proactive in engaging constructively with developers, the Local Planning Authority and other service providers from an early stage
* To assist in identifying and engaging with other interested groups / organisations operating within the community in order to assist developers to publicise their proposals and related community involvement opportunities
* To seek to understand the full range of community interests the Parish Council is representing with regard to particular development proposals
* To identify clearly, and at an early stage, the issues relating to development proposals that are a priority for the Parish Council and the questions that need asking of the developer, the Local Planning Authority and/or other services
* To help with identifying gaps or pressures on existing services or facilities and to identify the need for local infrastructure improvement
* To acknowledge and respect the rights of all stakeholders to express their views

**Procedure at pre-application briefing meetings**

A pre-application briefing is a meeting of the Parish Council or the Planning Committee at which a developer provides information on their proposed planning application to members of the Parish Council and members of the public.

Developers are invited to provide the Parish Council with a pre-application briefing which is:

* Without prejudice to the Parish Council’s response to the formal consultation
* Included as part of a meeting of the Parish Council or the Planning Committee
* Advertised as part of the meeting agenda
* Open to members of the public in accordance with the Public Bodies (Admission to Meetings) Act 1960
* Included as part of the public record in the minutes of the meeting
* Subject to disclosure under the Freedom of Information Act

**Procedure at meetings during the application process**

The Parish Council is a statutory consultee on planning applications within the parish of Ide and the final decision on all planning matters rests with Teignbridge District Council. Where a planning application is for a development single properties or dwellings Ide Parish Council has delegated powers to its Planning Committee to decide whether to support or object to such applications, or to make any other relevant and appropriate comment.

Developers are welcome to attend and speak at meetings at which planning applications are considered during the statutory consultation process, and which:

* Are open to members of the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960
* Have advertised the relevant planning application as part of the meeting agenda
* Include discussions as part of the public record in the minutes of the meeting
* Are subject to disclosure under the Freedom of Information Act

**Organising pre-application briefing meetings and attending meetings during the application process**

Developers wishing to organise a pre-application briefing or attend a meeting during the planning application process should contact the Parish Council. Contact details can be found on the Ide Village website at <http://idevillage.org.uk/>