

Symondsbury Parish Council Planning Committee Terms of Reference

The Planning Terms of Reference were adopted at Full Council at its Council Meeting held on 4th May 2021 .

1. Objective

Symondsbury Parish Council is currently an advisory body to the Local Planning Authority (Dorset Council) for all planning applications that relate to the Parish area. This Planning Committee is constituted to consider and to respond on behalf of Symondsbury Parish Council in respect of such applications on a standing committee basis.

2. Membership

Membership shall consist of a maximum of four Council members elected annually in May. The Chairman and Vice Chairman of the Committee shall be one member elected by the membership. A quorum shall consist of three members.

3. Areas of Responsibility

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

- a) To make representations to the Local Planning Authority (Dorset Council) 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) To deal with all Tree Preservation Orders; the planning application will be reported in the normal way on the planning list, with relevant comments.

4. Planning Applications

Planning applications for discussion shall be circulated to Planning Committee members ahead of the Parish Council Planning Meeting by the Parish Clerk. The applications may be viewed on the Planning Portal at Dorset Council.

5. Meetings

The calendar of meetings shall be confirmed at the first meeting after the Annual Meeting of the Symondsbury Parish Council. The Chairman of the Planning Committee may call additional 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. The Clerk will forward to the Chairman of the Planning Committee any such responses ahead of the Planning Committee Meeting.

Minutes of all meetings will be recorded by any member nominated at the meeting and forwarded to the Clerk for circulation to all councillors within seven days. All planning applications and the responses shall be noted within the Planning Committee Minutes and displayed on the Symondsburry Parish Council website.

6. Responses

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

Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing.

Wherever possible, a member of the Planning Committee is to be nominated to attend Planning Authority's meeting, as necessary.

All correspondence should be conducted through the Parish Clerk.

7. Review

These terms of reference are to be reviewed annually.

To be Reviewed: May 2022

Last Reviewed: May 2021