



Planning Committee TERMS OF REFERENCE

1. Remit

To review all planning applications and respond on behalf of the council to planning consultations, and when considered appropriate send a representative of the Western Valley Parish Council to any relevant planning committee meetings of the planning authority.

2. Meetings

To meet once per month, nominally the 4th Thursday of the month. The Clerk may call additional meetings to discuss particularly large applications where it is not appropriate to seek an extension to respond.

The Clerk will minute all meetings of the Planning Committee and minutes will be submitted to the Parish Council at the next meeting for adoption.

The Clerk is responsible for submitting the responses to the Planning Authority. Where the Committee cannot formally meet, the Clerk is delegated to respond to consultations on behalf of the Committee. This delegation will only be used in exceptional circumstances where:

- the committee or council cannot meet,
- an extension to respond to the consultation cannot be secured, and
- where possible only after consultation with least 3 members of the council.

All responses submitted using delegated powers will be displayed on the WVPC website, and reported at the next available meeting of the Planning Committee.

3. Appointment of members

The Committee will be comprised 5 core members with a quorum of three. Members will be appointed at the Annual Council meeting. The Chair will be elected by the Planning Committee at its first meeting after the Annual Council meeting, they may also appoint a Vice-Chair. Committee membership substitutions can be made with any councillor of Western Valley Parish Council, this is to ensure where possible 5 members are present at all planning committee meetings.



4. Delegated Authority

The Committee has delegated powers to consider and respond to on behalf of the Council:

- all planning consultations
- other matters related to planning which the Council has not formally been consulted on, including those outside the parish, which the Committee believes to be important to the residents of the Civil Parish of Western.

5. Scope

To consider all planning applications.

To study relevant plans, individual Councillors to take a view as to whether to visit relevant sites to form their opinion and consider any comments from members of the parish before coming to a decision.

To endeavour to ensure that all relevant parties are given an adequate hearing if they request this in accordance with the Council's standing orders.

To endeavour to ensure that any objections or recommendations are based solely on planning criteria.

To consider environmental aspects when considering planning applications.

To monitor the general environment of the parish and report to the planning authorities any potential planning breaches.

To respond on behalf of the Parish Council to all consultations regarding planning issues or issues that will have an impact on planning. The Committee is authorised to make written representation and/or to elect a member to attend the hearings of the SODC or VoWHDC Planning Committee to make representation on behalf of the Council.

When an application is subject to appeal, the Committee is authorised to make written representation and/or to elect a member to attend the hearing to make representation on behalf of the Council.

To attend planning training sessions as offered by the planning authority and to read all relevant documentation to ensure that the Committee is aware of current legislation and regulations.

When appropriate, seek expert opinion and guidance from other parties, including other local Parish or Town Councils.



6. Review

This Terms of Reference document was reapproved for use at the meeting of the Parish Council on 08th May 2025, it shall be reviewed periodically, at least once per council term.

Signed:

Dated: 08th May 2025

Cllr , Chair of the Council