

Market Lavington Parish Council

PLANNING COMMITTEE

TERMS OF REFERENCE & DETAILS OF DELEGATED POWERS

Committee terms of reference / responsibilities

This Committee shall be empowered to exercise and perform on behalf of the Council, all powers, and duties of the Council in relation to the matters listed below, which is not exhaustive. The Planning Committee delegates the initial assessment of applications to the Parish Clerk, in their capacity as Proper Officer of the Council (assessment process to be undertaken detailed below).

1. Consultation on individual planning applications
 2. Planning Consultation (Structure Plan, Local Plan etc.)
 3. Matters which generally affect the built or rural environment of the Village
- The Standing Orders of the Council will apply to the Committee.

Process for initial assessment of applications to be undertaken by Parish Clerk

- Email notification of submitted application received from Wiltshire Council Planning Department.
- Details of application recorded in electronic planning log, and Wiltshire Council email circulated to all members of the Planning Committee with the following covering text – *Please find attached details of a planning / tree works application for us to consider. Can you please let me know your thoughts after you have had the opportunity to look at the plans on-line / attached (including whether you think we need to call a Planning Committee meeting to discuss the application).* Councillors will report directly back to the Clerk thereby avoiding discussion between members.
- If all the responses received from Planning Committee members (minimum of 3 responses required i.e., a quorum) confirm that there are 'no objections' to the application, Clerk to update the planning log with the decision, and use their delegated authority to submit this response to Wiltshire Council.
- If concerns are expressed by any members of the Planning Committee regarding the application, Clerk to liaise with Committee Chairman, to consider whether a Planning Committee meeting is required. Whenever possible a Committee meeting will be organised to take place immediately before the main monthly Parish Council meeting (normally starting at 6.45pm).
- Details of any actions taken to be reported at next full Parish Council meeting.

Frequency of meetings

The Committee will meet as and when required. The Committee Chairman and

Parish Clerk will agree meeting agendas to ensure the above functions are discharged in a timely manner.

Membership

The Committee shall have at least five members, all Councillors of Market Lavington Parish Council. A quorum of three Councillors is needed to be present at each meeting. The Parish Clerk will act as secretary to the meetings.

Appointment of Members

Permanent Members of the committee will be appointed yearly at the Annual Parish Council meeting. The appointed members of the Committee will appoint a Chairman annually at the first Committee meeting following the Annual Parish Council meeting.

The Chairman may appoint temporary membership of the committee.

Date of meeting at which document reviewed and any amendment to document approved	Details of amendment
17/5/16 Minute number 10	'Membership' paragraph amended to include words 'at least' before 'five voting members'
16/5/17 Minute number 17/18-10a	Adopted un-amended
23/5/18 Minute number 18/19-14a	Adopted un-amended
21/5/19 Minute number 19/20-12a	Adopted un-amended
19/11/19 Minute number 19/20-195e	Delegation paragraph amended to delete reference to sub-committees and include reference to Parish Clerk. Paragraph added detailing 'process for initial assessment of applications to be undertaken by Parish Clerk'
18/8/20 Minute number 20/21-68	Adopted un-amended
18/5/21 Minute number 21/22-12a	Adopted un-amended
17/5/22 Minute number 22/23-10a	Adopted un-amended
16/5/23 Minute number 23/24-10a	Adopted un-amended

Date of next review: May 2024