



## **JPC PLANNING COMMITTEE**

### **PROPOSED AMENDING TERMS OF REFERENCE**

1. The Planning Committee [PC] is constituted to represent Beaudesert & Henley in Arden Parish Council [JPC] in planning matters referred to the Council by the Local and other Planning Authorities. It is also constituted to engage in the forward development of the town by representing the community and ensuring that all planning and development approaches by third parties are fully clarified, debated and passed on to the full JPC for final ratification at a public meeting.
2. The PC holds delegated authority from the JPC as defined under Paragraph 6.00 of the JPC's Standing Orders.
3. The PC is not the Local Planning Authority and as such does not have the power to refuse or allow planning applications. The PC, on behalf of the JPC, is a statutory consultee in the planning process.
4. Membership numbers are not limited but are subject to a minimum of three serving Parish Councillors. All serving Councillors may request to be appointed to the PC.
5. The Committee will be quorate in accordance with the JPC's Standing Order, Paragraph 3.13, and meetings will normally be held in line with published planning applications received.
6. The Clerk acts as secretary to the PC and is responsible for the maintenance of any documents and records necessary for the effective fulfilment of the Committee's duties as listed above.
7. The PC may in exceptional circumstances and if necessary for timing reasons, agree its response to planning applications by email, subject to the normal quorum and public notification.
8. Details of planning applications shall be circulated with the agenda by e-mail to all Committee members in accordance with the JPC's Standing Order of three days clear notice.
9. If it is considered that an application or other planning matter is of great importance to the Parish, the Committee may refer it to the next Full JPC body, in order that the JPC's response can be debated and agreed by all Parish Councillors.
10. The PC will take reasonable steps to inform an applicant and their neighbours about their meeting at which their application will be considered, in order to give them an opportunity to attend the meeting to address their comments to the PC.
11. The PC allows members of the public to address their meetings about planning applications and other items on the agenda.
12. The PC has an obligation to consider all comments made about planning applications from all third parties whether they are provided prior to or during the meeting.

13. The Clerk will submit the PC's recommendations to the Planning Authority or other relevant body and will ensure that communications arrive within the timescale required by the Planning Authority.

14. Where an application is subject to an appeal, the PC is authorised to make written representation or to elect a member or members of the PC to attend the hearing or inquiry to present the Council's views to the Planning Inspector.

15. The JPC may nominate a representative from the Committee (or the Clerk if appropriate) to attend the Planning Authority's Development Control and other meetings to represent the JPC's views in respect of planning applications and other planning matters.

16. The JPC has a policy not to offer pre-application comment except in cases determined by the PC.

17. The Chair and membership of the PC are reviewed and voted on at the Annual Meeting following the adoption of the PC at any point selected in the business year.

18. The PC are delegated by the JPC to invite into their meetings people who may provide advice and guidance, such as district and county councillors, members of the community, or people or organisations that have skills and experience in town development and enhancement matters.

19. At all times, the PC will adhere to all of the protocols identified in the policies section of the JPC website, will always provide transparent evidence of their business meetings to both the full body council and the community so as to ensure that the health and wellbeing of the community are fully embraced and that the town benefits from such decision making.

Ray Evans

Clerk & Proper Officer to the JPC

Proposal Date: 23.11.2022