

**SHIPTON GORGE PARISH COUNCIL
PLANNING ADVISORY COMMITTEE**

TERMS OF REFERENCE

1. **PURPOSE**

The Planning Advisory Committee is delegated by the Parish Council to respond on its behalf on an advisory basis to all applications for planning permission received from West Dorset District Council (WDDC) appertaining to buildings, land, minerals or trees within the parish.

2. **THE COMMITTEE**

The Planning Committee is appointed yearly at the Annual Parish Council meeting held in May. It may consist of as many councillors as the council deem necessary and the committee chairman will be appointed.

The committee may also include two lay members from the parish if the Council decide this is desirable.

A quorum for the purposes of meetings is three members, of which at least two thirds must be parish councillors.

3. **DEALING WITH APPLICATIONS**

Planning applications are received by the Clerk who passes the Council link to the committee chairman and committee members who then consider the applications. These applications are time sensitive and therefore must be actioned promptly and dealt with within the time frame allowed for the Council's response.

It is not necessary for all applications to be dealt with by way of a committee meeting, but this is desirable for all but the most insignificant non-contentious matters.

The chairman will decide how to deal with each application but must convene a meeting if any member of the committee or the council chairman request it. Applications may also be dealt with at a scheduled Parish Council meeting if the timing is conducive.

If a separate meeting is to be held, advance notice is to be posted on the parish website at least three clear days before the meeting is to take place. The committee chairman will notify the clerk of the date of the meeting one week before it is due so that this may be done. This in order to comply with the council's transparency code policy and so that the public may attend if they so wish. It is also desirable to post meeting notices on the village notice boards if possible.

The committee will normally meet in the Village Hall. It is not necessary for the clerk to attend meetings, or minutes to be taken, unless specifically requested by the committee chairman.

4. **COMMITTEE MEETINGS**

The chairman will allow time before the meeting starts for any members of the public present to voice their views to members of the committee that are present.

The Chairman will then outline the application details and clarify any details or questions from the committee.

The Chairman will take views from all members of the committee and if appropriate may ask members of the public or the applicant to speak, but this is entirely at his/her discretion.

5. **RESPONSE TO WEST DORSET DISTRICT COUNCIL**

The chairman will collate the views of the committee and ensure these are forwarded to WDDC by the clerk with any recommendations within the allotted period. If requested by any members of the committee he/she will circulate the collated response to the committee prior to submission.

6. The chairman will report at each Parish Council meeting to the full council on the recommendations and response sent to WDDC since the previous meeting.

These Terms of Reference were adopted by the Council on **10th July 2013** and should be reviewed annually.

These Terms of Reference were reviewed and adopted on **8th November 2017**