


Congresbury Parish Council

Planning Committee

Terms of Reference

Date of adoption by Parish Council	28 th October 2024	Next review date	October 2026
Signature of Chair of Parish Council		Policy reference	004-TOR-PL

Congresbury Parish Council is currently a statutory consultee to North Somerset Council (UA) on all planning applications that relate to the Parish area.

The Planning Committee of Congresbury Parish Council is constituted to consider and to respond on behalf of the Council in respect of such applications.

Membership

Four to seven parish councillors to be appointed annually, normally at the Annual Meeting in May.

Quorum

Three members shall constitute a quorum.

Chair

The Chair of the Planning Committee will be elected at the Annual meeting of the Parish Council in May

Meetings

- 1) At least six meetings of Congresbury Planning Committee will be held each year.
- 2) The calendar of Planning Committee meetings shall be confirmed at the first meeting after the Annual Meeting of the Congresbury Parish Council (usually the last Monday of the month)
- 3) The Parish Clerk or the Chair of the Planning Committee may call additional Planning Committee meetings as and when necessary to ensure that all Planning Applications received by Congresbury Parish Council can be discussed and replied to within the required timescale.
- 4) Public notice of meetings will be given at least three clear days before the Planning Committee meeting.
- 5) Planning Committee meeting will include a public participation session to enable applicants and members of the public to comment on planning applications included on the agenda.
- 6) Meetings will be held in an appropriate publicly accessible venue.

Devolved Matters

The Planning Committee has the delegated authority from Congresbury PC to make representations to North Somerset Council (UA) on applications for planning permission to:

- a) make representations in respect of appeals against the refusal of planning permission.
- b) identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.
- c) monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure.
- d) deal with any other planning related matter that a meeting of the Full Council considers appropriate to be referred to the Planning Committee.

The Planning Committee may have other delegated powers as agreed by the Parish Council from time to time.

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.

Agendas

The agendas for the Planning Committee, which will include hyperlinks to all relevant planning applications on the North Somerset Council website, will be circulated to all Planning Committee members, at least three clear days of the meeting.

Minutes

Minutes of all Planning Committee meetings will be recorded by the Parish Clerk and circulated and approved at the next Planning meeting.

The Parish Clerk will communicate to North Somerset Council (UA) the Committee's decision in respect of applications considered.

Standing Orders of the Council

Standing Orders of the Council shall also apply to the Planning Committee as far as they are appropriate.

All correspondence should be conducted through the Parish Clerk.

These terms of reference are to be reviewed bi-annually.