Ashby Herringfleet & Somerleyton Parish Council

COMMITTEE TERMS OF REFERENCE

The Council may elect a committee to act on its behalf at the Annual General Meeting. Members of the committee must be Parish Councillors and the committee has the delegated authority of the Council within its terms of reference.

From time to time the Council may form an Advisory Committee, the members of which may, or may not, be Parish Councillors, to investigate a particular subject. Such a group does not have the delegated authority of the Council and must report its findings to the Council for action.

The Parish Council has one standing committee:

Planning Committee

Objective

Ashby Herringfleet & Somerleyton Parish Council is an advisory body to the Planning Authorities (East Suffolk Council and The Broads Authority) for all planning applications that directly relate to the parish area.

The Planning Committee is constituted to consider and respond on behalf of the Council to all applications for planning permission and planning appeals referred to the Council by the Planning Authorities.

Membership

Membership shall consist of those members of the Full Council elected to serve on the committee at the Annual General Meeting of Ashby Herringfleet & Somerleyton Parish Council. If the membership of the committee subsequently decreases for whatever reason (resignation, debarring by reason of declaring an interest etc.) before the next AGM, the Chairman and Vice Chairman, acting jointly, may nominate substitute member(s) for one meeting only or until the next AGM. All members so elected or nominated are voting members of the Planning Committee. The quorum of the Planning Committee shall be 50% of the elected and nominated members or 3, whichever is the greatest.

A Chairman is to be elected annually by the Committee at the first meeting after the Annual General Meeting of the Parish Council and shall hold office until the next Annual General Meeting of the Parish Council. If the numbers of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum the meeting shall be adjourned and any business not transacted shall be transacted at the next meeting or on such other day as the Chairman may fix.

Areas of Responsibility

The Planning Committee has the delegated authority from Ashby Herringfleet & Somerleyton Parish Council:

• To make representations to the Local Planning Authority on applications for planning permission which have been notified in accordance with the Local Government Act 1972, Section 20, Schedule 16 and other relevant legislation.

• To make representations in respect of appeals against the refusal of planning permission.

• To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations

• To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure.

• To deal with any other planning related matter that a meeting of the full Council considers appropriate to be referred to the Planning Committee.

All powers shall be exercised in accordance with any Standing Orders, policy adopted, or directions given, by the Parish Council.

All power and duties of the Council in respect of the powers conferred on it from time to time under the Town and Country Planning Acts and the Orders and Regulations including development control and the local plan process remain with the Full Council of Ashby Herringfleet & Somerleyton Parish Council.

Planning Applications

Planning applications shall be circulated to Planning Committee members as soon as possible after receipt by the Parish Clerk from the Planning Authority. The applications may be circulated to the Committee by email.

The Planning Committee members may canvas opinion for and against the application and consult with other relevant bodies to assist with fair determination of applications prior to the meeting.

On site meetings may be arranged by the Chairman of the Committee prior to the Planning Committee meeting. Where an on site meeting is arranged all members of the Committee shall be notified, but not all have to be in attendance.

Meetings

The Parish Clerk or the Chairman of the Planning Committee will call Planning Committee meetings as and when necessary to ensure that all Planning Applications received can be discussed and replied to within the timescale.

The Planning Committee will decide whether they have recommendations either of support or objection or if they have no recommendation to make in relation to each Planning Application.

If any two Councillors consider an application to be of great importance to the village, they may ask the committee for a deferral to pass the decision either to the next Full Council Meeting of the Ashby Herringfleet & Somerleyton Parish Council, or if a time regulated decision is required, arrange for an extraordinary meeting to decide the response.

The Planning Committee has an obligation to ensure that all comments received, prior to the meeting, from all relevant parties, applicants and objectors, for planning applications (not including enforcement notices) are considered at the meeting.
Minutes of all meetings will be recorded by the Parish Clerk or any member nominated at the meeting and circulated at the full meetings of Ashby Herringfleet & Somerleyton Parish Council. All planning applications, the responses and eventual results shall be noted in the minutes of meetings.

Responses
The Parish Clerk will respond to the Planning Authority, or other relevant body, detailing the Planning Committee's recommendations and will ensure that such responses arrive within the timescale for each application.
Where an application is subject to an appeal, the Committee is authorised to require the Parish Clerk to make written (including online) representation or to elect a member of the Committee to attend the hearing.
Wherever possible, a member of the Planning Committee is to be nominated to attend Planning Authority's Planning meetings to represent the Committee's views in respect of controversial planning applications.
All correspondence should be conducted through the Parish Clerk wherever possible.

These revised terms of reference were adopted by Ashby Herringfleet & Somerleyton Parish Council on 13th January 2022
Policy last reviewed September 2024
Next review due May 2027