

## **PLANNING COMMITTEE**

### Revised Draft Terms of Reference

1. The purpose of the Planning Committee is to review planning matters on behalf of the Parish Council.
2. The primary function of this Committee is to consider planning applications and report back to the committee's opinion to the Parish Council, by a recommendation of support or objection.
3. The Planning Committee also has delegated powers to respond to certain planning applications on behalf of the Parish Council for applications of 3 dwellings or less if:
  - a. The final response date for consultation falls prior to a scheduled Parish Council meeting
  - b. There are no planning related public objections to the applications reviewed (list of material considerations is attached).
4. The Committee may hear and consider representations, either in person or in writing, made by individuals or groups in respect of applications.
5. The Committee may in its discretion arrange site visits to view the individual circumstances of an application. Clerk to arrange site visits as appropriate.
6. Membership is not limited to, but is subject to a minimum of three serving Parish Councillors. All serving Councillors may request to be appointed to the Committee.
7. The quorum necessary for the transaction of business shall be three, one of whom must be Chair of the Committee or his/her nominee in the event of enforced absence. Meetings will normally take place in the week prior to the full Parish Council meetings. Should a consultation period close before the date scheduled for a full Parish Council meeting, and no extension is granted, then subject to the exception detailed in 3 above, the scheduled Planning Meeting will be called as an Extra Ordinary Full Council meeting to enable the Parish Council to make a decision.
8. The Clerk to the Council shall act as the Clerk of the Committee. The Clerk shall minute the proceedings and resolutions of all meetings of the Committee including recording the names of those present and in attendance.
9. Minutes of Committee meetings shall be circulated promptly to all members of the Committee and shall be considered and approved at the next meeting. A report of recommendations will be submitted to the Parish Council to form part of the agenda for the next full meeting.

10. The Planning Committee may allow members of the public to address the Committee meeting about items on the agenda, in accordance with the Parish Council's standing orders.
11. In accordance with the standing orders, the Committee may decide to close the meeting or part of the meeting to members of the public if confidential business is to be transacted.
12. Items to be discussed at the meetings are limited to those included on the agenda for the meeting when published. The agenda shall be circulated by email to all Committee members in advance, giving three clear days' notice, also stating venue, time and date of meeting. This agenda will also be published on the Parish Council's website at the same time.
13. At the Annual General Meeting of Stradbroke Parish Council membership of the Planning Committee is reviewed and voted on together with these Terms of Reference for the Committee.
14. A Chair of the Committee will be appointed at the Parish Council's AGM after all committee members have been approved for appointment.

## What are material considerations?

A material consideration is a matter that should be taken into account in deciding a planning application or on an appeal against a planning decision.

Material considerations can include (but are not limited to):

- Overlooking/loss of privacy
- Loss of light or overshadowing
- Parking
- Highway safety
- Traffic
- Noise
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Government policy
- Disabled persons' access
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation

However, issues such as loss of view, or negative effect on the value of properties are not material considerations.

[https://www.planningportal.co.uk/faqs/fag/4/what\\_are\\_material\\_considerations](https://www.planningportal.co.uk/faqs/fag/4/what_are_material_considerations)