

**Moretonhampstead Parish Council
Draft Planning Committee Terms of Reference**

Background and Status	<ol style="list-style-type: none"> 1. Dartmoor National Park Authority is responsible for setting planning policy and making planning decisions in our parish. 2. Moretonhampstead Parish Council is a statutory consultee for applications within the parish. 3. The Parish Council has delegated authority on all planning matters to the Planning Committee <u>except</u> when an application is likely to have a significant or controversial effect on the parish, or opinion on the Committee is seriously split, in which case the Committee should report to the Council so that comments can be considered by a full Parish Council meeting.
Purpose	<ol style="list-style-type: none"> 1. To consider all planning applications having effect within the parish, making site inspections where needed. 2. To comment on these applications to DNPA on behalf of the PC, <u>except</u> when 3 above applies. 3. To consider any other planning issues and report to the PC.
Membership	<ol style="list-style-type: none"> 1. Members and the Chairman are appointed by the Parish Council, normally at the Annual Meeting. Membership should be at least 8 Councillors (including the Chair and Vice-Chair of the Council <i>ex officio</i>). 2. Quorum will be at least 3 members.
Meetings	<ol style="list-style-type: none"> 1. Meetings will normally take place on the 3rd Tuesday of the month at 7pm; (if there are no applications the meeting may be cancelled by the Clerk or Chairman). 2. If comment on an application is required before the next due meeting (as sometimes happens because of the short time allowed for comments), the application will if possible be considered at the next PC meeting; if this is not possible, an extra meeting of the committee will be arranged, notice of which should be given to members at least one week beforehand. 3. The committee may invite others (including non-councillors) to attend a meeting; such invitees may speak but will have no voting rights. 4. If necessary, the Chairman may ask the Clerk to request an extension for comments from DNPA.
Procedures	<ol style="list-style-type: none"> 1. When planning applications are sent to the Clerk, or other planning matters come to our attention, the Clerk or, if the Clerk is on leave, the Chairman will inform members by e-mail as soon as reasonably possible. 2. Copies of applications and plans can be viewed at the DNPA website http://www.dartmoor-npa.gov.uk/ and will also be available for inspection in the Council office. 3. Members are asked to inspect and consider applications before the meeting at which they are discussed. 4. A site meeting will normally be held, when possible on the day of the meeting, unless an application is small and non-controversial, or a meeting otherwise seems unnecessary. 5. When a site meeting is required it will be set at a convenient time for Councillors and applicants or agents. This meeting must be quorate and conducted by the chairman of the day. Site meetings will follow the Conduct of Site Inspection guidelines. 6. The purpose of a site meeting is to gather information and discuss possible issues with the applicant or agent; unless the Council or the committee have previously decided otherwise, and have delegated authority to those attending the meeting, the committee's comments will not be discussed or agreed at the site meeting.
Review	Annually.
Created by	Cllr Bas Payne, June 2019

