

## **Planning Committee Terms of Reference**

The Planning Terms of Reference were reviewed and adopted at the Parish Council of 28th June 2021. Minute Ref@ 2021/06/08

### **1. Objective**

Ryhall Parish Council is currently an advisory body to the Local Planning Authority (Rutland County Council) for all planning applications that relate to the Parish area. The Planning Committee is constituted to consider and to respond on behalf of the Council in respect of such applications.

### **2. Membership**

Membership shall consist of a maximum of four Council members agreed annually including the Chairman of the Parish Council . A quorum shall consist of three members.

### **3. Areas of Responsibility**

The Planning Committee has the delegated authority from Ryhall Parish Council:

- a) To make representations to the Local Planning Authority on applications for planning permission which have been notified to the Council;
- b) To make representations in respect of appeals against the refusal of planning permission;
- c) To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations;
- d) To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure;
- e) To deal with any other planning related matter that a meeting of the Full Council considers appropriate to be referred to the Planning Committee;
- f) Planning applications which await comments and are under review will also be noted at a current Full Council meeting

### **4. Planning Applications**

Rutland County Council Planning Department is responsible for the placement of planning applications notices, and also notifying the neighbouring properties, the scale of which is dependent on the scale of the development ; that is not the responsibility of the Parish Council.

Planning applications shall be circulated to Planning Committee members, immediately on receipt from Rutland County Council . Plans are noted and logged by the Clerk .The applications may be viewed on the Planning Portal of Rutland County Council.

### **5. Meetings.**

Site meeting are called to view the site of the application as required. The Parish Clerk or the Planning Committee Lead may call additional 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 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. Neighbours' comments as noted on the

Rutland County Council website are taken into account. Archeological surveys highlighted by RCC , the conservation area and curtilage of the village are all considerations

Decisions of meetings will be recorded by the Planning Lead and reported at the Parish Council meetings. RCC decisions, which all appear on the planning portal, will also be forwarded to the Full Council for information .All planning applications, the responses and eventual results shall be noted in the minutes of Full Council.

## **6. Responses**

The Parish Clerk will communicate to the Local Planning Authority the Committee's decision in respect of applications considered. Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing. All correspondence should be conducted through the Parish Clerk

**Review :** These terms of reference to be reviewed annually