

TERMS OF REFERENCE

THE PLANNING COMMITTEE

Covering planning applications, licences, highways, rights of way and the built environment

2024

Mission Statement

The Planning Committee represents Milborne Port Parish Council in its dealings with planning, licences, highways, rights of way and the built environment. It recognises historic nature of the Parish and its natural surroundings. It seeks to conserve the heritage that has been entrusted to the people of Milborne Port for the benefit of future generations. It gives careful consideration to all planning applications received in the context of national and local planning policies and guidance.

We will seek to serve the best interests of the Parish and its Residents. The Parish Council as whole recognises the climate emergency and the Planning and Environment Committee will have regard to the issue including the need for sustainable development, biodiversity and enhancement of the environment.

Delegation

1. Milborne Port Parish Council has agreed to adopt the Planning Committee's Terms of Reference at its meeting held on **7th May 2024** and has recorded the decision under **Minute 9**.
2. Milborne Port Parish Council will consider renewing these Terms of Reference each municipal year.

Planning Policy

1. To take the lead in developing the Parish Council's overall strategy for the development and conservation of the Parish. The Committee will recommend matters of strategic policy to the Full Council.
2. To be familiar with and recognise confirmed and emerging planning policy pertaining to Milborne Port, **Somerset Council** Local Planning Policy and the National Planning Policy Framework when making decisions.
3. To consider and respond to: • Local Planning Policies • Neighbourhood Planning • Any proposals relating to Planning referred to the Council by **Somerset Council** • Any item specifically referred by Full Council

Procedures

1. The Committee will operate within Milborne Port Parish Council's Standing Orders.
2. At the first meeting of the Committee after the Annual Meeting of Council, it shall elect a Chairperson and Vice-Chairperson for the Committee for the forthcoming municipal year from amongst its members. The Chairperson and Vice-Chairperson may be re-elected.

3. The Committee will submit its minutes of meetings for adoption at the next ordinary meeting of the Committee.
4. The Committee shall submit a draft budget request or project considerations for the forthcoming financial year during October & November for inclusion in the budget setting process.
5. The Committee will be provided with administrative support by the Parish Office.
6. Where applications are received, and time constraints prohibit the application going to the next meeting of the Planning Committee meeting then the Committee Officer will seek an extension for the time for the response. If this is not guaranteed, the application will be put on the Full Council agenda instead.
7. If there is also no meeting of Full Council in time to give a response by the deadline the Committee Officer shall have delegated authority to submit a response on behalf of the Committee to the Planning Authority having collected views of the Committee by email.
8. Where the Committee Officer perceives there to be a lack of business to be conducted by the committee the Committee Officer will contact the Chairperson and if they both agree the scheduled meeting can be cancelled.

Meetings

1. The schedule of meetings shall be agreed at the first committee meeting (May).
2. The Planning Committee will meet at least once a month, including once during recess in August and December, a total of twelve meetings in the municipal year.
3. Additional meetings may be required to satisfy the time constraints of the Planning Authority.
4. The quorum of the Committee shall be three.
5. There will be a public consultation period within each meeting. Notes will be taken of the views expressed by members of the public.
6. The Chairperson for the Parish Council and the Vice-Chairperson will have automatic membership and full voting rights.

Remit

The Planning Committee has the delegated authority to discuss, debate and record the Parish Council's observations on planning applications, licenses, environmental and highway matters and to relay such observations direct to the relevant Planning Authority in time for these to be taken into account by them in their decision-making process.

Large and strategic planning applications will be sent by the Committee to Full Council for resolution. The Committee will make representations on behalf of the Council, prepare drafts and may make a recommendation to the Full Council.

Terms of Reference

1. To act as a Statutory Consultee on behalf of the Parish of Milborne Port in all planning matters relating to the Parish.
2. To exercise the powers and duties of Milborne Port Parish Council in respect of the powers conferred to it from time to time under the Town and Country Planning Act 1990, the Localism Act 2011 and the Orders and Regulations made under them.
3. To decide Milborne Port Parish Council's responses to consultations on planning and tree applications received from higher tier authorities and forward them in writing to the respective planning authority or refer the application up to Full Council for a decision.
4. Where tree applications are received and the time constraints prohibit the calling of a meeting of the Committee, to delegate authority to the Committee Officer to submit a response on behalf of the Committee to the Planning Authority, in consultation with the Chairperson and Vice-Chairperson.
5. The Committee will be provided with administrative support by the Parish Office.
6. To comment on any development outside the Parish boundary which may have an impact on the Parish.
7. To make recommendations to the higher tier authorities on statutory and non-statutory planning policy documents.
8. To select from its membership a person or persons to represent the Parish Council at site meetings, public enquiries and at any planning or highway related group or organization to represent the Parish Councils previously agreed views.
9. To consider and take action on all other matters that are of a general nature relating to the Town and Country Planning Acts, the Localism Act and related legislation.
10. To consult with interested individuals and organisations within the Parish and to ensure that all legitimate concerns are taken into consideration within the planning context
11. To consider the effects of developments on the public transport system.
12. To consider the effects of developments on the environment with it in mind that Milborne Port Parish Council has declared a climate emergency.
13. To carefully scrutinise and monitor the expansion of commercial activities in or close to residential areas to ensure that noise levels and smells will not be intrusive and that any proposals are not detrimental to the visual amenity of the area.
14. To monitor and comment upon, where appropriate, the proposed erection of telecommunication masts, power lines, electric charging, internet accessibility and other similar structures.
15. To encourage a close working relationship with neighbouring Parishes on planning issues that may affect the communities.

16. To participate with public and private sector interest in Town / Parish enhancement schemes and local conservation.
17. To review and comment on car parking areas in order to ease the congestion in the Village, in consultation with the higher tier authorities and other interested bodies.
18. To review and comment on street lighting, internally illuminated signs, street furniture and signage, in consultation with the Open Spaces & Amenities Committee and Somerset Council.
19. To comment on drainage problems, in consultation with the Highway Authority and Wessex Water.
20. To make representation to the higher tier authorities on behalf of Milborne Port Council to secure Section 106 funding and / or Community Infrastructure Levy investment where possible and to liaise where appropriate with applicants.
21. To explore possible S106 projects, initiate and manage until completion. To work with community groups and organisations to identify suitable projects for s106 funding.
22. To liaise actively with the relevant departments at the higher tier authorities in all matters related to planning and highway issues and cycleway/multi-user track matters.
23. To consider and formulate a response if appropriate on highway and transportation consultations and information documents from relevant authorities and organisations.
24. To consider and take action on all other matters that are of a general nature relating to the highway network within the Parish.
25. To contribute to the development of a Neighbourhood Plan and be the leading committee for it.
26. To take the necessary action to refer enforcement matters to the relevant tier authority and to pursue such matters until a resolution has been reached.
27. To comment on matters relating to the provision of Gypsy and Traveller sites.
28. To encourage and promote energy efficiency and renewable energy in the Parish.
29. To appoint working groups to consider any matters within its Terms of Reference where appropriate to assist the Committee and its duties.
30. To monitor the public rights of way / footpaths and pavements and work with the higher authorities to try and keep them clear and in good repair.