

# Malpas Parish Council

## Planning Working Group Terms of Reference

### **Aim/Purpose**

To look at all planning applications received and to produce a draft report to be submitted as part of an agenda item to the formal Parish Council meeting.

All reports should be non-biased, non-political and based on planning considerations. (Material matters.)

Each application will be considered on its own individual merits in line with CWaC's Planning Authority's approach, except in so far as they affect the village or the local community.

### **Planning Group**

The Planning Working Group will be run by the Planning Lead.

The Planning Lead will be elected annually by the Parish Council. (PC)

The Planning Group meetings will be open to all Parish Councillors.

### **Dealing with Planning Applications**

Notification of all planning applications will be put on the Malpas Community Website.

The public will be invited to comment by midnight of the Monday prior to the next PC meeting.

All applications will be assessed against the relevant legislation, policies and documents governing planning development in Malpas that are in force at the time of the application.

All reports will be based on the current pro forma (see Appendix A.) as amended from time to time.

The Planning Lead will have the authority to deal with each application in the most appropriate way they see fit.

The three methods of dealing with applications are detailed below:

#### **1. By an informal zoom or face to face meeting**

All Parish Councillors will be invited to attend.

All attendees to declare any interests whether they be non-pecuniary or pecuniary.

All applications will be discussed together with any comments received from the public.

A draft report will be agreed at the meeting.

A copy of the report clearly marked as DRAFT will be put on the website together with the date of the PC meeting at which it will be discussed and where necessary amended in line with the discussions.

#### **2. By Email Feedback**

Where there is only one simple, small and non-contentious planning application, it will be dealt with by e-mail.

Where the deadline date for application comments to be submitted to the Planning Authority is before the scheduled formal parish council business meeting, the applications will also be dealt with by e-mails.

An e-mail containing all the relevant planning facts will be sent to all Councillors inviting them to comment.

A draft report will be produced based on the comments received from councillors and the public.

The draft report will be circulated to all councillors for consideration at the next parish council business meeting.

### **3. By an Extraordinary General Meeting (EGM)**

In the case of a large application, a contentions application or where an application will have a major impact on the village or the community, an Extraordinary General Meeting (EGM) will be convened.

A notice of the date and time of the meeting together with the planning application, will be put on the website and on the Parish Council Notice Board.

### **Dealing with Late Applications**

Where an application is received in the period between the Planning Working Group Meeting and the formal PC meeting, the Planning Lead/and or a member of the Planning Working Group will produce a report which will be circulated to councillors for discussion at the meeting.

### **Copies of Draft Planning Reports**

Copies of the draft reports should be made available for public viewing by the clerk at the formal parish council business meeting