

# Rackheath Planning Committee

## Terms of Reference

The Planning Committee Terms of Reference were adopted at the Planning Committee Meeting on 17 May 2022.

### 1. Objective

Rackheath Community Council is currently an advisory body to the Local Planning Authority (Broadland and South Norfolk District 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 and report back to the Full Council of all business conducted via the production of meeting Minutes.

### 2. Membership

Membership shall consist of a maximum of four Council members elected annually along with the Chairman and Vice Chairman of the Parish Council in a ex-officio capacity.

The Chairman and Vice Chairman of the Committee shall be one member elected by the membership.

A quorum shall consist of three members.

### 3. Areas of Responsibility

The Planning Committee has the delegated authority from Rackheath Community Council to:

- Make representations to the Local Planning Authority on applications for planning permission which have been notified to the Council;
- Make representations in respect of appeals against the refusal of planning permission;
- Identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations;
- Monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure;
- Respond to applications for street lighting on new developments and delegation of powers given to the Clerk to respond following communication with the Planning Chair and in line with the Neighbourhood Plan.
- Deal with any other planning related matter that a meeting of the full Council considers appropriate to be referred to the Planning Committee; and
- If it is considered that an application or other planning matter is of great importance to the Parish, the Committee may refer it to the next Full Council Meeting of Rackheath Community Council in order that the Community Council's response can be debated and agreed by all Community Councillors.

- Maintain a register of proposed street naming options for use on new developments and delegate authority to the Clerk to liaise with developers at the appropriate time to agree a suitable scheme.
- Agree the adoption of open spaces on new developments to the extent of soft landscaping, play equipment and waste bins. Any factors beyond this are unlikely to be approved but should be referred to the next full Council Meeting for discussion and approval.
- The Clerk is has delegated powers to respond to planning applications on behalf of the Planning Committee only after consulting with members by email as to their views on the application. This delegated power is only to be exercised in the event that an application requires a response between meetings and is, by its nature a small-scale application such as an addition or amendment to an existing building. It is not permitted for any new builds.

#### 4. Planning Applications

Planning applications shall be notified to Planning Committee members within five days of the Planning Committee Meeting by the Community Clerk. The applications may be viewed on the Planning Portal at Broadland and South Norfolk District Council.

The Planning Committee will take reasonable steps to inform the Community, via publication of the Planning Committee Agenda on the noticeboards and social media, about Planning Committee meetings and the planning applications being discussed and notification of individual planning applications relating to any new builds of two properties or more. This is intended to give residents an opportunity to attend the meeting to address their comments to the Committee.

All large-scale developments should be notified via social media and be informed by a public consultation in conjunction with the relevant developer. The Planning Committee will liaise with the developer to facilitate such a consultation.

The Planning Committee will consider all large-scale applications against the Rackheath Community Council's Neighbourhood Plan.

#### 5. Meetings

The calendar of meetings shall be confirmed at the first meeting after the Annual Meeting of the Rackheath Community Council.

The Community Clerk or the Chairman of the Planning Committee 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.

The Planning Committee allows members of the public to address the Planning Committee meeting about planning applications and other items on the agenda. Members of the public may speak for 2 minutes in accordance with the Council's Standing Order (item 3.g) and only before the Planning Committee has begun its own deliberations. If required, the committee members may seek clarification of the proposals from the public within the debate. In accordance with the Council's Standing Order (item 3.d) members of the public may be excluded from the meeting if confidential business is to be transacted.

Minutes of all meetings will be recorded by the Community Clerk or by any member nominated at the meeting and circulated at the next Full Council meeting. All planning applications, the responses and eventual results shall be noted in the minutes of Full Council.

## **6. Responses**

The Community 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.

Wherever possible, a member of the Planning Committee is to be nominated to attend Planning Authority's meeting, as necessary.

All correspondence should be conducted through the Community Clerk.

## **7. Review**

These terms of reference are to be reviewed annually at the Annual Meeting of the Community Council.