



TERMS OF REFERENCE PLANNING COMMITTEE

These terms of reference are determined by the Council's Standing Orders and TOR protocol.

Committee Members

Cllr. Duncan McCanlis (PPC Chair)
Cllr. Stephen Colson (PPC Vice Chair)
Cllr. Sue McCanlis
Cllr. Martin Stenning
Cllr. Don Heath
PPC Chair and Vice-chair as ex-officio

1. INTRODUCTION

- i. The Council's Standing Orders and Code of Conduct shall apply to this Committee and its members.
- ii. Nothing in these terms of reference shall prevent the Council from dealing with a matter that might otherwise be dealt with by this Committee.
- iii. Porlock Parish Council is currently an advisory body to Exmoor National Park Local Planning Authority for all planning applications that relate to the Parish area.
- iv. The Planning Committee is constituted to consider and to respond on behalf of the Council in respect of such applications.

2. MEMBERSHIP

- i. Membership shall consist of a maximum of eight Councillors with the Chair and Vice Chair serving as ex-officio.
- ii. The Chair of the Committee shall be one member elected by the membership.
- iii. Where there is no elected Chair the Council's Chair will Chair the Committee or or in their absence then those present will elect a Chair.
- iv. All members, including ex-officio members, will have voting rights.
- v. Non-Councillor members of the Committee may be appointed from time to time if this is considered appropriate. These members will not have voting rights.
- vi. A quorum shall consist of three members.

3. AREAS OF RESPONSIBILITY

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

- i. To provide recommendations to the Local Planning Authority on applications for planning permission which have been notified to the Council.
- ii. To make representations in respect of appeals against the refusal of planning permission.
- iii. To report any potential breaches of ¹The Town and Country Planning Act 1990 (as amended) to the PPC and subsequently the Local Planning Authority.
- iv. To monitor, review and where necessary make recommendations to the Porlock Parish Council for amendments to the planning consultation procedure.
- v. To deal with any other planning related matter that a meeting of Porlock Parish Council considers appropriate to be referred to the Planning Committee.

¹<http://www.legislation.gov.uk/ukpga/1990/8/contents>

- vi. To conduct a site visit subject to completion of a Risk Assessment if the premises has significant hazards , where an application requires further consideration.

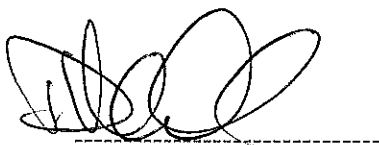
4. MEETINGS

- i. Planning Committee meetings are to be called in accordance with Porlock Parish Council's Standing Orders.
- ii. The Parish Clerk or the Chair of the Planning Committee may call Planning Committee meetings as and when necessary to ensure that all Planning Applications received can be discussed and replied to within the timescale.
- iii. In exceptional circumstances, when the Planning Committee or Porlock Parish Council is unable to meet within the timescale for a response required by ENPA, the Chair of Planning or in their absence the Chair of the Council may instruct the Clerk to submit a response as agreed by email by the Planning Committee members.
- iv. Committee members are required to review any documentation relating to agenda items prior to attending the meeting.
- v. 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 are considered at the meeting.
- vi. Meetings shall be open to the public unless a Resolution is passed relating to a particular item on the agenda that the business to be transacted is prejudicial to the public interest by reason of its confidential nature or other special reason, which shall be duly recorded.
- vii. Only members of the Committee may vote on agenda items but other Councillors may attend in that capacity and may speak with the permission of the Chair but shall not be entitled to vote.
- viii. Minutes of all meetings will be recorded by the Clerk or by any member nominated at the meeting and circulated to all Council members.

5. DUTIES OF THE PROPER OFFICER / CLERK:

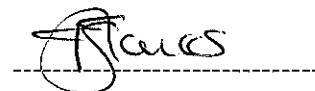
- i. To circulate applications for review by the Planning Committee along with the supporting documentation as they are received to the full council. Applications are available for review on the ENP website.
- ii. Ensure all Council members have received any prior comments and or correspondence on applications to be considered.
- iii. Issue public notice of the meeting.
- iv. To communicate to ENPA (Local Planning Authority) the Committee's decision in respect of applications considered.

Approved by the Council on:



Duncan McCaillis
Chair Porlock Parish Council

Dated: 11th December 2024



Johnathan Jones
Clerk & Responsible Financial Officer