

Terms of Reference for the Planning & Rights of Way Committee

Authority

The Planning & Rights of Way Committee (“the Committee”) is appointed by, and solely responsible to, Warndon Parish Council. The Committee’s duties are defined and agreed by the Main Council, which may vote, at any time, to modify the Committee’s powers. Meetings will be held as necessary.

Constraints

Members of the Committee shall not meet in private with applicants, developers or their agents unless a) there is a compelling reason for them to do so and b) the intention for such a meeting has been brought before full Council and agreed beforehand by Council members via email or public minuted meeting. The purpose of this is to avoid perception of predetermination, or bias towards individual parties.

Membership

The Committee will consist of no fewer than three elected Parish Councillors. The Portfolio Holder as elected by Parish Council Members shall be Chair of the Committee and be responsible for liaison between members when no meeting is held. A quorum will be a minimum of three elected Members. The Chair of the Parish Council will be an ex-officio member. Other members of the Parish Council can attend the meeting but have no voting rights.

Records of Proceedings

The Committee will consider each planning application with regard to its impact on the local area. In addition the Committee will use any local knowledge to highlight potential problems to the planning department. If minded to recommend refusal, sound planning reasons must be given.

The Committee will deliberate via telephone, email, and meet in private sessions in person or online as required; any decisions will be circulated to the full Parish Council and minuted at monthly public meetings accordingly.

Responsibilities

The Committee is responsible for discussing issues relating to Planning & Rights of Way in the Parish specifically:

1. To consider and respond to all relevant planning applications
2. The committee has full delegated powers to make a Council decision regarding representations to the Worcester City Council regarding all planning applications in the Parish, unless the Committee or an individual member of the Parish Council decides that the application should be passed to full Council due to its size, controversial nature or effect on the parish.
3. To comment on street naming where requested.
4. To draft on behalf of the Parish Council responses to Planning matters for which the Parish Council is a Statutory Consultee, including (but not restricted to) the South Worcestershire Development Plan.
5. Responding to issues relating to Footpaths, the Public Footpath Network and recommending a response to the Full Parish Council as and when necessary.

In the interests of best practice, the Committee will endeavour to provide clear and concise written resolutions so that members of the Parish Council and members of the Public will be clear on their determinations. The usual practice will be for the Committee to forward their response to the Parish Clerk, where available, for submission to the relevant authority or consultatory organisation. In extremis, this function will be undertaken by an agreed member of the Committee.