

## **CHEPPING WYCOMBE PARISH COUNCIL**

### **PLANNING MEETING TERMS OF REFERENCE**

#### **Background**

Chepping Wycombe Parish Council is a mandatory consultee on all planning applications that are submitted for any part of its 3 Wards and will make representations to the Local Planning Authority on applications for planning permission for which have been notified to CWPC in accordance with the Local Government Act 1972 and Town and Country Planning Act 1990, Schedule 1, paragraph 8.

#### **Membership**

All 17 councillors are permitted to attend the Planning Meeting and to comment on the planning applications listed on the agenda. However, 1 Councillor from each Ward is elected annually to represent the Ward and is expected to garner inputs from fellow Councillors for presentation at the meetings. The Ward planning representatives take it in turn to Chair each meeting which is also open to the public.

#### **Frequency of meetings**

The Planning Meetings are normally scheduled to be fortnightly but this depends on the number of applications received and the deadline for comments. Additional meetings can be called by the Deputy Clerk should the need arise.

Meetings will normally take place on-line via Teams.

#### **Minutes of the Meetings.**

Minutes of each meeting will be formally approved at the following Full Council meeting.

#### **Attendance at Local Authority Planning Committees.**

Where an application has been called-in by Buckinghamshire Councillors and this has been supported by CWPC, it is normal for the appropriate Ward planning representative to attend the local authority planning committee and to express the Councils view when invited by the committee chairman to do so.

#### **Appeals and Public Enquiries.**

Where an applicant submits an appeal against the refusal by the local planning authority to approve a planning application, the planning meeting will consider whether any further comments are needed over and above those submitted originally. Any additional comments would be sent to the Planning Inspectorate as directed. Where the Planning Inspectorate decides to consider the application in a Public Enquiry, it would be normal for the appropriate Ward planning representative to attend the Enquiry and to express the Councils view when invited by the enquiry chairman to do so.

**The Planning Committee has delegated authority to:**

- a) Make representations to the local planning authority and the Planning Inspectorate on all planning applications within the Parish and adjacent areas if necessary.
- b) Make representations to the appropriate authority on applications for tree orders.
- c) Make representations in respect of appeals against the refusal of planning applications.
- d) Identify and make representations to the relevant authority in respect of enforcement action or any other matters considered to be breaches of planning regulations.
- e) Consider and make representations to the appropriate authorities on any planning related matter or document that may affect the parish from a planning perspective.