

HOLT PARISH COUNCIL PLANNING COMMITTEE

Terms of Reference 2018

Objective. The objective of the Planning Committee is to seek to make an effective link between the wishes of Holt residents with respect to the built environment and the authorities who make changes to it.

Principal activities. The activities which the Planning Committee will undertake to achieve the objective include:

- To implement the Neighbourhood Plan.
- To listen to residents and businesses based in Holt.
- To seek an effective working relationship with the appropriate Wiltshire Council Officers and Councillors.
- To recommend appropriate action to the full Parish Council where we have significant concerns over a planning application.
- To keep the full Council informed of our work
- To maintain a knowledge base of planning issues.

Responsibilities. It is a statutory requirement for Parish Councils to be informed of all planning applications within their parish. The Planning Committee will action all Holt planning applications and refer them, when appropriate, to the full Parish Council.

Policy and Procedure.

It is Parish Council policy to return “No comment” on applications which have no significant impact on the village as a whole. The Council has delegated to its planning committee the power to determine which applications are not significant and to return “no comment” on them.

Committee business will normally be conducted by e-mail with standard committee rules applying. The primary guidance for decision making will be the Holt Neighbourhood Plan.

The Clerk will monitor the weekly notice of new applications and decisions and update the website accordingly. He will summarise the changes by email to the Planning Committee and will be responsible for notifying decisions to Development Management within given deadlines.

The Planning Committee will refer all significant applications to the Parish Council with their recommended action. This will normally be done by e-mail giving Council members the opportunity to examine the detail of the application in advance of the meeting on the County Council website. In the event that no Parish Council meeting is scheduled within the deadline for commenting on the application (normally 3 weeks) the Planning Committee will decide under its delegated powers what action to take on behalf of the Council.

The Parish Council may respond to an application by one of the following responses: “no comment”, “support”, “support, subject to conditions”, “no objection” or “object”. Should the Council object to an application it may also refer the application to the County Council Division Member with a request that the application be “called in” for full consideration by the Western Area Planning Committee. A member of the Council will be nominated to attend the Western Area Planning Committee where an application has been “called in”. An application may be made for delay if there is a need to hold a public meeting in the Parish.

The Committee will report to Wiltshire Council any suspected breach of planning regulations in the Parish.

(Document reviewed 2018)