



Beaudesert & Henley in Arden
Joint Parish Council

**PLANNING & DEVELOPMENT
COMMITTEE**

TERMS OF REFERENCE

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JPC PLANNING AND DEVELOPMENT COMMITTEE

TERMS OF REFERENCE

OBJECTIVE

The Planning Committee and Development Committee [PDC] is constituted to advise Beaudesert & Henley in Arden Parish Council [JPC] in planning matters referred by the Local Authority for comment. It is also constituted to engage in the forward development of the town. It will represent the community and ensure that all planning and development approaches by third parties are fully clarified, debated and recommended on to the full JPC. This responsibility particularly applies to statutory Local and Neighbourhood Plans. The PDC will also be responsible for developing development policies and plans which will be submitted to the community and full JPC to approve at all stages.

PLANNING DUTIES

1. The PDC holds **no delegated authority** from the JPC. It can act in exceptional circumstances, but any decisions must be ratified as defined under Paragraph 6.00 of the JPC's Standing Orders.
2. The JPC is not the Local Planning Authority and as such does not have the power to refuse or allow planning applications. The PDC, on behalf of the JPC will draft responses for the JPC as a statutory consultee in the planning process.
3. Membership numbers are limited to a maximum of seven and subject to a minimum of four serving Parish Councillors. All serving Councillors may request to be appointed to the PDC. The JPC Chairman and Clerk will be members of the PDC ex officio.
4. The Committee will be quorate in accordance with the JPC's Standing Orders, Paragraph 3.13, and meetings will normally be held monthly in line with published planning applications received.
5. The Clerk acts as secretary to the PDC and is responsible for the maintenance of any documents and records necessary for the effective fulfilment of the Committee's duties as listed above.
6. The PDC/JPC may in exceptional circumstances and if necessary for timing reasons, agree its response to planning applications by email, subject to the normal quorum and public notification protocols.
7. Details of planning applications shall be circulated with the agenda by e-mail to all Committee members in accordance with the JPC's Standing Order of three days clear notice.

8. If it is considered that an application or other planning matter is of great importance to the Parish, the PDC will refer it to the next JPC meeting or to a specially convened meeting but with a clear recommendation in order that the JPC's response can be debated and agreed by all Parish Councillors.

10. The PDC will take reasonable steps to inform an applicant about their meeting at which their application will be considered, in order to give them an opportunity to attend the meeting to address their comments to the PDC/JPC. All matters to be debated will be notified to other residents on the website and other regular public media. It is important to note that the Local Authority is required by law to inform close neighbours of the application.

11. The PDC allows members of the public to address their meetings about planning applications and other items on the agenda. Representations will be subject to a time limit.

12. The PDC has an obligation to consider all comments made about planning applications from all third parties whether they are provided prior to or during the meeting.

13. The Clerk will submit the JPC's views to the Planning Authority or other relevant body and will ensure that communications arrive within the timescale required by the Planning Authority.

14. Where an application is subject to an appeal, the JPC is authorised to make written representation or to elect a member or members of the PDC to attend the hearing or inquiry to present the Council's views to the Planning Inspector.

15. The JPC may nominate a representative from the PDC (or the Clerk if appropriate) to attend the Planning Authority's Development Control and other meetings to represent the JPC's views in respect of planning applications and other planning matters.

16. The JPC has a policy not to offer pre-application comment except in cases determined by the PDC.

17. The Chair and membership of the PDC are reviewed and voted on at the Annual Meeting co-options compatible with rule 3 can be made following resignations from the committee.

STRATEGIC AND STATUTORY DEVELOPMENT PLANNING

18. The PDC is responsible for monitoring the developments in Local plans and other national and local government development strategies and programmes. The PDC will retain relationships with relevant local individuals and bodies. This will particularly apply to local councils their relevant members and officers. The PDC will provide advice to the JPC on important or urgent developments in topics that are their responsibility.

19. The PDC will manage and produce draft documents on behalf of the JPC in the strategic planning field. This will cover in particular Neighbourhood Development Plans and responses to major policy proposals and plans at all levels of government including NGOS and agencies such as Homes England. Final approval of all documents rests with the full JPC.

COMMUNICATIONS

18. The PDC may invite into their meetings individuals who may provide relevant advice and guidance This includes district and county councillors, members of the community, or people or organisations that have skills and experience in town development and enhancement matters.

19. At all times, the PDC will adhere to the protocols identified in the policies section of the JPC website. It will always provide transparent evidence of their business meetings to both the full JPC and the community so as to ensure that the health and wellbeing of the community are fully embraced and that the town benefits from such decision making. It is of particular importance in the planning area that conflicts of interest are fully declared and acted upon if necessary.