

OLDBURY ON SEVERN PARISH COUNCIL

PLANNING MEETINGS

TERMS OF REFERENCE

Addendum to Standing Orders

Updates:

1. Updated to take into account the changes to the Local Planning Authority planning procedures e.g. planning applications only available online and responses must be submitted via the online planning portal.

Adopted by the Council at its Meeting held on 7th July 2015

TERMS OF REFERENCE

Members	All Members of the Parish Council are Members for the purposes of deciding responses to Planning Applications.
Meeting Dates	If timescales allow applications will be decided at the routine bi-monthly Council Meetings. Meetings outside of this will only be called if any member has received application details from the Clerk requests one.
Quorum	3 Members
Clerk	Clerk to notify all Members of any planning applications as they are received. If any Member wishes to make comment then a meeting will be co-ordinated by the Clerk and an Agenda produced.
Terms Of Reference	<p>Members to contact the Clerk if they feel that some form of comment/s back to the Local Planning Authority (LPA) is necessary. If no responses are received this will result in no meeting being called and therefore no response being submitted to the LPA.</p> <p>Meetings arranged between routine Council Meetings will not necessarily be attended by the Clerk, in which case any Member attending can act as Clerk for the purposes of formulating a response.</p> <p>Under these circumstances a record of proceedings and responses must be communicated to the Clerk to maintain a record.</p> <p>The response must be made to the LPA electronically via the online planning portal by the Clerk.</p> <p>Members must adhere to the planning checklist that follows.</p> <p>Planning Applications are available at the bi-monthly meeting for viewing by any member of the public and Council Members. All planning applications are available on the LPA website.</p>
Administration	<p>Agendas to be produced by the Clerk and advertised as legally required in advance of the meeting.</p> <p>Minutes of the meeting are to be produced by any Member present and forwarded within 1 week to the Clerk.</p> <p>The Clerk will format the minutes, publish them, as required, and distribute them with papers for the next bi-monthly meeting for approval.</p>

PLANNING CHECKLIST

The following is a guide when considering planning applications.

1. Impact on Adjacent Properties

- a. Will the proposal have an over bearing impact on adjacent properties in terms of massing, proximity, noise and general loss of amenity?
- b. Will the windows look over adjacent properties?
- c. How does the ridge height compare with adjoining properties?

2. Design

- a. Is the design in keeping with other properties / a rural location?
- b. Are the roof, windows, porch and wall treatments / colours in keeping with other nearby properties?

3. Access

- a. How much extra traffic will be produced?
- b. How will the access and traffic generated affect other properties and road users?
- c. Is there room for vehicles to turn around on the site so they can leave in a forward gear?

4. Green Belt and Village Development Boundary

- a. If the proposals are within the Green Belt how will the development affect the openness of the Green Belt?
- b. If it is an extension to an existing building within the Green Belt, will the proposed extension be in proportion or not to the original dwelling as of 1947?
- c. Is the proposed development inside or outside the village development boundary?

5. Flooding

- a. Has the site flooded in living memory?
- b. Have any of the access roads to the site flooded in living memory?

6. Archaeology

- a. Is the proposed development on or near a site of archaeological or historical interest, e.g. the Roman Toot?

7. Construction

- a. Is the construction conducive to its use?

8. Planning Conditions

- a. Are there any planning obligations or conditions required or generated as a result of this development, without which the planning application should be refused?