

Barnt Green Parish Council

Planning Committee

Members are duly summoned to attend the committee meeting to be held on

Thursday 2nd June 2016 at 7pm

Parish Council office, 80 Hewell Road, Barnt Green, B45 8NF

AGENDA

PC 01	Election of Committee Chairman		
PC 02	Apologies To receive apologies and to approve the reason for absence.		
PC 03	Declarations of Interest Members are reminded with regard to this agenda - a) their entry on the Register of Interests must be current and up to date; b) to declare any Disclosable Pecuniary Interests (DPI) and their nature. c) to declare any Other Disclosable Interests (ODI) and their nature. d) Members' written requests for the grant of a dispensation (S33 of the Localism Act 2011) are to be submitted to the EO in advance of the meeting. Councillors who have declared a DPI, or an ODI which falls within the terms of paragraph 12(4) (b) of the Members' Code of Conduct, must leave the room for the relevant item/s unless granted a dispensation.		
PC 04	Consideration of dispensation requests		
Adjournment for Public Question Time This meeting is open to the public. The time allocated for public questions is at the discretion of the chairman. Residents are invited to give their views and question the parish council on issues on this agenda, or raise issues for future consideration. Members of the public may not speak to the committee meeting after this point unless specifically invited.			
PC 05	Approval of committee's Terms of Reference As attached		
PC 06	Planning - Planning consultations a) To consider comment to planning consultations as below:		
Ref	Log no.	Address	Proposals
16/0341	031	76 Bittell Road, Barnt Green	The material change of use of an existing garage and home office to an independent dwelling
16/0200	025	Barnt Green Sports Club	To note amendment to plans
16/0302	032	Sandhills Green House	To note application for Certificate of Lawful Development for Proposed Use: Erection of detached building comprising of a swimming pool, plant room, changing rooms and shower; Formal garden area with patio to rear Footpath link between existing garage and proposed swimming pool building/garden for maintenance purposes
	b) receive decisions and c) note any further planning matters relevant to the parish council.		
PC 07	Date, time and venue of next meeting - To be arranged		

Members of this committee:
Cllrs R Briggs, R Cholmondeley, C Hotham, S Whitehand

Gill Lungley, Executive Officer
20th May 2016

Proposed Terms of Reference for the Planning Committee, Barnt Green Parish Council

Preamble:

The Planning Committee considers and comments upon planning applications submitted to the District Council, reviews decisions made by the District Council on planning applications, responds to any consultation documents on planning matters and is generally pro-active in any matters to do with planning and development control affecting the Parish.

1. Authority

The Planning Committee is appointed by, and solely responsible to Barnt Green Parish Council which has delegated the responsibility to this committee to act on its behalf regarding planning matters, as detailed below. This committee has no spending powers.

2. Membership

The Committee will consist of no fewer than four elected parish Councillors, nominated at each Annual Parish Council Meeting.

The first item of business at the first meeting of this committee after the Annual Parish Council meeting will be to elect a Chairman to preside over future meetings for the civic year. The committee may also elect a Vice Chairman if thought appropriate, although any elected member can preside by agreement in the Chairman's absence.

The quorum is a minimum of three elected Members.

3. Schedule of Meetings

The Committee will meet as and when required depending on the frequency of notification of planning applications. Meetings will be notified to all Parish Council members by the Executive Officer upon receipt of a notification or item that requires a meeting. Extraordinary meetings of this committee may be called by the Chairman or by any two members if the Chairman, upon request, declines to do so.

4. Records of Proceedings

Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors, received at the next Full Council meeting and adopted at the next Planning Committee meeting.

The Parish Council's Executive Officer will be responsible for arranging the recording and distribution of the minutes and will relay all pertinent comments to the relevant planning authority on the day after the committee meeting. The draft minutes will be published on the website and on the parish council notice board.

5. Responsibilities

The committee has full delegated powers to respond to the Local Planning Authority on behalf of the Parish Council regarding all planning applications in the Parish, unless on vote the planning committee decides to pass the application to full Council due to size, controversial nature or effect on the parish. In addition the Planning Committee will:-

- (a) Consider and respond to all planning applications relating to the parish even if not notified.
- (b) Consider planning-related items of concern such as enforcement issues.
- (c) Consider and comment on any planning consultation papers.
- (d) Comment on licenses when requested to do so.
- (e) Comment on street naming where requested.
- (f) Meet and/or consult as directed by the Full Council on related matters.

Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.

These Terms of Reference were agreed at the meeting held 02/06/2016

Signed.....(Committee Chairman)