Terms of Reference Planning Committee

Purpose:

To consider all planning applications for St Dennis Parish and make recommendations to Cornwall Council.

Objectives

1. Planning Applications –
   To examine each application and decide whether to recommend either an 'Objection' or ' Support' or 'No Objection' to the Planning Authority Decisions should be based on the following agreed planning grounds:
   a. Compliance with current planning policy guidelines, at both national and local level
   b. Protection of the Conservation Areas
   c. Effect on neighbours
   d. Effect on amenity
   e. Effect on traffic and highway safety
   f. Prevention of over-development
   g. Effect on street scene and landscape
   h. Acceptable high standard of design
   i. Effect on sustainment of services

2. The Planning Committee will have delegated powers to provide a response to Cornwall Council. Notification of such responses will be given at the next full council meeting.

3. All applications will be circulated to the Chair and Vice Chair within two days of receipt.

4. Planning Application Process - Ensure that all responses to all planning applications are made within the time specified on the Planning Application notice.

5. Site Visits - Where necessary, make use of site visits to finalise a decision. At least two members should make such visits.

6. Public Involvement - Permit affected residents or their nominated representatives to address the committee on a specified application.

7. Any minor works to existing properties may at the discretion of the Chairman or Vice Chair be decided via email providing a majority response is received from four or more committee members.

8. Correspondence - Answer all relevant correspondence within two weeks and check any resulting actions have been implemented.

9. Miscellaneous – To ensure that the planning applications for developments within the parish boundary are sent from Cornwall Council to the committee members to review before a meeting.

Committee
A minimum of four Parish Councillors will sit on this committee with full voting rights. Providing that training is available all Committee members are to attend or to be booked onto Code of Conduct Training and planning training within three months following election onto the Committee. Committee members are recommended to study the Cornwall Council Planning Training slides, and to carry out the research recommended within. Substitute members are permitted, provided two days' notice has been given to the proper officer.

Quorum
Three members must be present for this meeting to Quorate.

Meetings
The Committee meets on dates as and when required and the meetings will usually take place in the Claytawc Building, Fore Street, St Dennis.

Scheme of Delegation

1. All applications will be reviewed by the Chair and Vice Chair in the first instance.
2. Any decisions made by the email will be reported to the next Planning Meeting as recommendations for committee approval.
3. The Committee is authorised to object or oppose an application. This is to be clearly documented in the minutes of the meeting and the decisions conveyed to Cornwall Council via the planning Portal.
4. Where an application is subject to an appeal, the committee if in agreement is authorised to make written representation or to elect a member of the committee to attend the hearing.

Adopted by St Dennis Parish Council on the 8th January 2019

Min Ref: 178/18

Reviewed by St Dennis Parish Council 2nd May 2023

Min Ref: 38/23

Reviewed by St Dennis Parish Council 7th May 2024

Min Ref: 37/24

Reviewed by St Dennis Parish Council 13th May 2025

Min Ref: 36/25

Reviewed by St Dennis Parish Council 5th May 2026

Min Ref: 33/26