



PLANNING COMMITTEE

Terms of Reference

1. Introduction

- 1.1 The purpose of the Planning Committee is to ensure that local knowledge informs responses to planning proposals and related issues, and to convey the Parish Council's views promptly to the Dartmoor National Park Authority (DNPA).
- 1.2 The Planning Committee has delegated authority to act on behalf of the Full Council within these terms of reference. Any matters outside this remit shall be referred to the Full Council for decision.
- 1.3 The Planning Committee shall operate in accordance with these Terms of Reference and the Council's Standing Orders.

2. Membership

- 2.1 The Planning Committee shall consist of eight Parish Councillors, appointed annually at the Annual Meeting of the Parish Council.
- 2.2 Three members shall constitute a quorum.
- 2.3 The Chairman and, if required, the Vice-Chairman shall be elected annually at the Annual Meeting and shall hold office until the next Annual Meeting.
- 2.4 In the event of a vacancy arising during the year, the Full Council shall appoint a replacement at its next meeting.
- 2.5 Substitutions are not permitted.

3. Meetings

- 3.1 The Parish Clerk will convene meetings as required to ensure all planning applications are considered and responded to within statutory timescales.
- 3.2 Members will be summoned to attend meetings, which will normally be held in the Parish Council office. Councillors who are not Committee Members may attend but have no more rights than members of the public.
- 3.3 If comments are required before the next scheduled meeting, an additional meeting will be arranged at a time determined by the Parish Clerk.
- 3.4 Public notice of meetings shall be given in accordance with Schedule 12, Paragraph 10(2) of the Local Government Act 1972.
- 3.5 Site meetings may be held where necessary to gather information to inform the Committee's observations.
- 3.6 The Committee shall ensure that relevant parties are given an adequate opportunity to be heard. Applicants, supporters, and objectors may speak in accordance with the Council's Standing Orders.

- 3.7 Members must declare any interests in accordance with the Council's Code of Conduct and, where appropriate, withdraw from discussion and voting.

4. Documentation

- 4.1 Minutes of all meetings will be recorded by the Parish Clerk and presented for approval at the next Planning Committee meeting.
- 4.2 All planning applications considered, and the Committee's observations shall be recorded in the minutes.
- 4.3 All correspondence shall be conducted through the Parish Clerk.

5. Scope

- 5.1 The Planning Committee has delegated authority to consider and comment on all planning applications and amendments, and to submit comments to the Planning Authority (DNPA). The Committee may request an extension to the consultation period where necessary and may meet with residents, developers, or Planning Officers to assist in forming its views.
- 5.2 Consultations or proposals relating to major development or matters that could result in changes to the Local Development Plan, Local Development Framework, Planning Policy Guidance, Conservation Areas, Town & Country Planning Act etc. shall normally be considered by the Full Council.
- 5.3 The Committee has delegated authority to identify and make representations to the relevant authorities regarding enforcement matters or potential breaches of planning regulations.
- 5.4 The Committee may refer any matter back to the Full Council where it considers this appropriate.
- 5.5 Where the Committee objects to or supports an application, the Chair is authorised to attend the relevant DNPA Development Management Committee meeting and speak on behalf of the Parish Council. If the Chair is unavailable, another Committee Member may be authorised to attend.
- 5.6 The Planning Committee has no power to incur expenditure on behalf of the Parish Council.

6. Review

- 6.1 These Terms of Reference shall be reviewed annually at the Annual Meeting of Moretonhampstead Parish Council.

Approved May 2026