



Downend & Bromley Heath Parish Council

PLANNING COMMITTEE TERMS OF REFERENCE

To consider and make recommendations on behalf of Downend & Bromley Heath Parish Council on all matters relating to planning within the Parish of Downend & Bromley Heath, including planning applications, street trading licences, planning appeals, tree preservation orders (TPO's), enforcement notices as well as on planning policy reviews at local, regional and national levels.

MEMBERSHIP

Members appointed by the Parish Council. Quorum - 4 members.

OBJECTIVE

To safeguard, maintain and where possible, enhance the social, economic and environmental well-being of the Parish of Downend & Bromley Heath for current and future generations.

The Planning Committee members will –

- Attend training sessions that are made available to them.
- Review the planning documentations in advance of the Planning Committee meeting. Members are advised to visit the site where necessary prior to the meeting. The committee will carry out their assessment of the planning application after which the Clerk will forward the responses electronically to South Gloucestershire Council by the deadline of the consultation period.
- Consider correspondence in respect of specific planning applications where the recommendation has already been recorded. If appropriate, review their original recommendation, provided the planning decision has not already been made by South Gloucestershire Council.
- Encourage public participation at meetings.

- Advise the public who attend the meeting of the importance to send their comments to South Gloucestershire Council either by post or electronically before the deadline of the consultation period.
- Request, where appropriate, for a Ward District Councillor to “call in” an application to the relevant Area Planning Committee of South Gloucestershire Council.
- Where appropriate, push for Section 106 funding/Community Infrastructure Levy towards projects within the Parish of Downend & Bromley Heath.

The Clerk will –

- Post a notice of the dates of Planning Committee meetings on the Parish Council’s notice boards and Parish Council’s Website together with details of the time and venue.
- Upon receipt of a planning application, enter on an electronic master list kept for the purpose the following particulars –
 - (i) date on which it was received;
 - (ii) deadline for consultation;
 - (iii) name of the applicant;
 - (iv) place to which it relates; (v) summary of the application.
- Email a list of applications to members of the Planning Committee on the Thursday before the Planning Committee meeting, thus giving the statutory notice required.
- Add as an AOB item to the next Planning Committee meeting agenda, correspondence received in respect of specific planning applications that have been considered previously.
- Notify South Gloucestershire Council via the electronic consultee access system of the recommendations of the Planning Committee as soon as practicably possible after the meeting, ensuring that any reasons for objecting to a planning application are stated.

The Chairman will –

- After each meeting, provide a written report of the Planning Committee’s deliberations to the Parish Clerk. The report will then be circulated to the full Council members. This will enable all councillors to consider / review it in advance of the next full Council meeting.
- The date of the next meeting should be added to the report.

Note –

Within Downend & Bromley Heath, the Parish Council has delegated powers relating to planning to its Planning Committee. This means that decisions of the Planning Committee do not need to be ratified by full Council before they are submitted to South Gloucestershire Council.

The committee usually meets on alternate Tuesday evenings.

Revised June 2024