Allington Parish Council

Terms of Reference for the Planning Advisory Committee

The Terms of Reference are reviewed annually in accordance with Standing Orders and detail the functions and responsibilities of the following Advisory Committee:

To meet as and when required – however – should a Parish Councillor request a meeting, solely for discussion relating to a planning application, this should be convened within 5 working days to ensure the Parish Council's response is submitted within the timescales stated by the planning authority. The Parish Council response will be reported at then next available Full Council Meeting.

Functions & Responsibilities:

Membership shall be 3 members with 2 members for quorate purposes.

- Committee members will be appointed each year at the Annual Meeting of the Parish Council.
- At the committees first meeting following the Annual Meeting, a Chair is to be elected.
- All Councillors to be notified of planning applications received from South Kesteven District Council (SKDC) or Lincolnshire County Council (LCC). This will be forwarded via email by the Parish Clerk.
- Scrutinise and review planning applications, taking account of the strategic aims and objectives outlined in the Neighbourhood Plan.
- Delegate power to the Clerk in consultation with the Chairman of the Advisory Committee and two Councillors to formulate a response and agree attendance at a SKDC Planning Committee should this be required.
  Should other members of the Parish Council raise concerns with an application - they should notify the Parish Clerk who in turn bring this to the attention of the planning committee. They can then convene a meeting to discuss the councils' response
- Submit comments/observations on planning applications, considering the observations of individual Parish Councillors, parishioners and other interested parties. The Clerk shall collate the views of Councillors and prepare a statement of the Council's views on each planning application prior to submission to SKDC or LCC.
- To oversee the implementation of Section 106 Agreements (should they qualify) and negotiate terms with the recommendation presented to the Full Parish Council.
- Consider and comment on submissions made by developers for proposals including Public Open Spaces and other planning matters that may affect the Parish.
- To review the Neighbourhood Plan at predetermined intervals.
- Submit comments/observations on TPO/tree work applications – consult with the Local Tree Warden if necessary.
- Deal with other matters, as may be requested by Full Council.