



# BISHOPSTEIGNTON PARISH COUNCIL

## TERMS OF REFERENCE PLANNING COMMITTEE

### Introduction

Bishopsteignton Parish Council (BPC) is a consultee of planning applications within the parish of Bishopsteignton that have been submitted to Teignbridge District Council (TDC) as the Local Planning Authority (LPA). BPC may make comments and/or recommendations on any Planning Application but the final decision is made by TDC. At TDC most decisions are made by the Senior Planning Officers under delegated powers; the delegated officers contact details will be included with the planning application specifics on the TDC website. The remaining few applications may be delegated to the TDC Planning Committee for decision by committee resolution.

### BPC Planning Committee

- BPC shall have a Planning Committee consisting of not less than four parish councillors.
- Planning Committee meetings will be held in accordance with BPC Standing Orders.
- The Planning Committee have full delegated authority to discuss and debate all Planning Applications within their jurisdiction and agree comments to make on behalf of BPC.
- BPC have declared a Climate Emergency and are committed to considering the impact of all planning applications ie. reduced carbon footprint, ecological considerations.
- The Planning Committee shall meet when required, approximately once a month.
- At the first meeting after the Annual meeting of the Parish Council the Planning Committee shall elect a Chairman and a Vice-Chairman, who may, with the consent of the majority of the Planning Committee, be replaced by any other member at any time.
- All comments/recommendations made, along with the reasons for them, shall be recorded in minutes.
- Any comments or recommendations, along with the reasons for those comments or recommendations, shall be submitted to TDC, as the decision-making authority as soon as possible after the meeting.
- The draft minutes shall be presented for ratification at the next meeting of the planning committee and once ratified shall be published all BPC members and on the BPC website.
- On behalf of parishioners the Planning Committee may report any planning queries or concerns to TDC Planning Enforcement Officers for investigation.
- The Planning Committee will work with the relevant officers at TDC to develop planning policies which may affect our parish, such as the conservation area, Neighbourhood Plan, Teignbridge Local Plan, etc.
- When consulted by other authorities on planning policy relating to the above documents or similar the Planning Committee shall submit response on behalf of BPC; these final submissions shall be reported to Full Council at the next opportunity.

### Timescale

- Normally the consultative period of a validated planning application is twenty-one days.
- The Clerk should use best endeavours to notify Committee members of any applications that cannot be brought before the next Planning Committee meeting before the consultative period expires.
- Any applications received with a consultation period that ends before the next meeting of the Planning Committee may be:

- a. Presented to full council for review at their next meeting, if sooner than the expiry date; or
- b. The clerk can seek an extension from the LPA so that comments or recommendations from BPC may be submitted after the period closes; or
- c. The clerk may consult members of the planning committee by email. Individual responses will be collated to form the most appropriate response to be submitted to TDC as the LPA.

### **Public Attendance**

Any member of the public can attend any planning committee meeting and may be allowed to speak, either for or against any application, at the discretion of the Committee Chairman.

### **Appeals/Planning Application Amendments**

Any comments or recommendations made by BPC will not be amended after their agreement is confirmed by resolution, unless additional information is submitted that is relevant to the original application.

### **Site Visits**

Site visits will not normally take place unless the exact location of the site is not clearly identified.

### **Planning Consultation**

The following two lists are guidance for BPC Planning Committee & neighbours/parishioners who wish to submit comments relating to a live application within the parish

#### **1. Advice on Commenting on Applications**

- When considering whether to object, you should be aware TDC can only determine applications based on their planning merits. Ensure that your submission relates to material planning considerations, for example:
  - Overlooking/loss of privacy
  - Design/effect on appearance of areal Access
  - parking, traffic, road safety
  - Trees/Biodiversity/Landscape/Heritage
  - Noise/disturbance
  - Local or Government Policy/Economic benefits
  - Flooding issues
- Matters which will not be considered by TDC include:
  - Loss of property value/loss of view
  - Boundary/land ownership/neighbour disputes
  - Impact on private drainage systems
  - Inappropriate or personal comments
  - Doubts as to integrity of applicant
  - Breach of covenant
  - Principle of development when outline consent exists
- Any comments which TDC consider to be inappropriate will not be considered or published; inappropriate comments include those which are racist, sexist, xenophobic, defamatory, prejudiced or otherwise likely to cause offence to the subject of the comments or any other reader.

- If considering submitting petitions or prefilled letters, please note these will not be displayed on the TDC website with details of each individual signature or letter submission.

## **2. Possible Considerations of the LPA (TDC) when assessing a planning application:**

- In accordance with policies within:
  - a. National Planning Policy Framework
  - b. Teignbridge Local Plan
  - c. Bishopsteignton Neighbourhood Development Plan
- Adopted supplementary guidance - for example car parking standards.
- Replies from statutory and non-statutory agencies (e.g. Environment Agency, Highways Authority who will be consulted anyway.)
- Representations from others - neighbours, amenity groups and other interested parties so long as they relate to land use matters.
- Effects on an area - this includes the character of an area, availability of infrastructure, density, over-development, layout, position, design and external appearance of buildings and landscaping
- The need to safeguard valuable resources such as good farmland or mineral reserves.
- Highway safety issues - such as traffic generation, road capacity, means of access, visibility, car parking and effects on pedestrians and cyclists.
- Public services - such as drainage, water supply and availability of schools.
- Public proposals for using the same land
- Effects on surrounding buildings - such as overlooking, loss of light, overshadowing, visual intrusion, noise, overbearing impact, design out of character, disturbance and smell.
- Effects on a specially designated area or building - such as green belt, conservation areas, listed buildings, ancient monuments and areas of special scientific interest.
- Effects on existing tree cover and hedgerows.
- Nature conservation interests - such as protection of badgers, great crested newts etc.
- Public rights of way
- Flooding or pollution.
- Planning history of the site - including existing permissions and appeal decisions.
- A desire to retain or promote certain uses - such as playing fields, village shops and pubs.
- Prevention of crime and disorder
- Presence of a hazardous substance directly associated with a development
- Precedent - but only where it can be shown there would be a real danger that a proposal would inevitably lead to other inappropriate development.