

Burton in Lonsdale Parish Council

Planning Advisory Committee

Terms of Reference

Purpose of the Planning Advisory Committee

The impact of planning decisions is of great importance to residents of Burton in Lonsdale.

The Parish Council meets approximately 10 times a year on dates usually established in April for the year ahead. The meeting agendas must be posted 3 working days before the meeting and cannot be changed once posted. The Council may convene extraordinary meetings at any time but must follow a similar noticing process.

The local authority planning process has its own defined cycle. Consequently, correspondence relating to planning applications or other key planning matters may fall between Parish Council meetings with a consequent lack of scrutiny from the Parish Council.

The Planning Advisory Committee has been established to develop a pro-active approach to national or local plans that may affect the village and to, quickly and effectively, develop an understanding of individual planning applications.

When considered appropriate the chair of the Planning Advisory Committee or their nominee may seek an extraordinary meeting of the Parish Council to discuss one or more urgent planning issues. Any such request must align with Parish Council Standing Orders.

Frequency and location of meetings

The Planning Advisory Committee will meet on an ad hoc basis at locations to be determined by the Chair of the Planning Advisory Committee or by a member of the Parish Council nominated by the Chair to convene a Planning Advisory Committee meeting. The notice period for a Planning Advisory Committee meeting shall be no less than 3 working days. Notice may be given by email to invitees.

When considered appropriate the chair of the Planning Advisory Committee or their nominee may seek an extraordinary meeting of the Parish Council to discuss one or more urgent planning issues. Any such request must align with Parish Council Standing Orders.

Planning Advisory committee members and quorum

Advisory Committee Chair: Cllr Billie Strickland

Committee member: Cllr Peter Thompson

The quorum of the Planning Advisory Committee shall be a minimum of 2 Parish Councillors. The Chairperson or a nominee of the Chairperson may invite any person to the meeting who they believe will be able to assist the Committee in its understanding of the subject under discussion.

Administrative Support

The Chair of the Planning Advisory Committee will administer the meeting. If the Chair is unable to attend the meeting, the Chair will nominate another Parish Councillor to chair the meeting. If the Chair of the Planning Advisory Committee is not available, the Chair of the Parish Council will nominate another Parish Councillor to chair the meeting. The Chair of the meeting will take notes at

the meeting to be shared as a report with the Parish Council at the next Parish Council following the Planning Advisory Committee meeting.

Appointment of the Chair

The Parish Council will appoint the Chair and one other member of the Planning Advisory Committee on an annual basis.

Delegated Powers

The Planning Advisory Committee will be responsible for advising the Parish Council on matters relating to Planning that may affect the parish of Burton in Lonsdale.

The Planning Advisory Committee will work within Parish Council Standing Orders.

This group has not been delegated decision making powers but is able to offer advice and recommendations to Burton in Lonsdale Parish Council.

Duration

The Planning Advisory Committee will remain in existence for the currency of the Parish Council.

