

Modbury Parish Council Best Practice Planning Policy

**(Terms of Reference & Delegated Powers of MPC
Planning Committee / Planning Procedure Best
Practice Guidelines)**

**Adopted by MPC on: 12th September 2016
Minute number 16.119**

**Amended on 10th September 2019
Minute number 19.108**

**Reviewed and adopted by Modbury Parish Council 4th May 2021
Due for review May 2022**

Reviewed and adopted May 2024

The Terms of Reference & Delegated Powers of the Modbury Parish Council Planning Committee

- 1. To consider** Planning Applications as they arise and **make formal recommendations** on them when time does not permit consideration by full Parish Council.
- 2.** This Committee has authorisation to delegate **members** to attend site meetings as is deemed necessary.

Best Practice Procedural Guidelines

- 3.** The Council aspire to adhere to the following procedural **guidelines** to ensure **parity and consistency** when considering all planning applications:
 - a)** Where possible, the Chair of the Planning Committee will initially look at the application and will flag up matters which fall into either the **“major”** application or **“minor”** application category (for example, a **“major”** application would be a new build; and a **“minor”** application might be the addition of a small porch or conservatory).
 - b)** Where a **reasonable** person could see that an application has a **significant impact on the community** then a site visit is to be expected.
 - c)** Members will liaise and co-ordinate **one site visit** together so as not to cause a nuisance to the applicant with separate visits.
 - d)** Members attending site visits are expected to use their best endeavours to report back with **impartial and factual explanations** about the application.
 - e)** Members will liaise between themselves via email prior to **one representative** emailing a report on the application to the full Parish Council. This will be on a **rotational basis**.
 - f)** When addressing the full Parish Council at meetings, the **Council will be asked:**
 - i) **if they wish to vote** straight away; or
 - ii) **if they wish to discuss** the matter further for clarification.The Clerk will then remind them of the **options available** to them.
 - g)** The Chair will **drop Standing Orders** at their discretion in order to **allow members of the public** to make a statement or express their opinion.
 - h)** When making its decision the Council will be mindful of current national and local planning policies
 - i)** **All** Councillors are expected to make an effort to look at all planning applications **before** meetings.