

WELFORD ON AVON PARISH COUNCIL **PLANNING COMMITTEE**

All Councillors should consider themselves members of the planning committee and should attend whenever possible sending apologies when absence is unavoidable. The proceedings of this Committee are covered by the Parish Council's Code of Conduct.

Planning Committee Guidelines

This Council agrees to institute a Committee that takes the following form:-

1. The Committee shall be known as the Planning Committee.
2. A quorum will be 3 members of the Parish Council.
3. The Chairman of the Planning Committee shall be elected annually at the Annual General Meeting of the Parish Council. In the absence of the Chairman of the Committee, any other Parish Councillor may act as Chairman for that meeting.
4. Members of the Committee will vote by a show of hands. The Chairman of the Planning Committee may give a casting vote whenever there is an equality of votes.
5. The Committee will meet two weeks prior to Parish Council meetings unless a change of date is announced at the preceding Parish Council meeting and advertised in the normal way.
6. The Committee's function is to decide upon the Welford-on-Avon Parish Council's response to planning applications received since the last Parish Council meeting whose deadlines fall outside the prescribed Parish Council meetings.
7. The District and County Councillors will be invited to attend the Planning Committee meetings and be empowered to speak.
8. Villagers and those with an interest in the proposed development can attend the meeting but cannot speak unless invited to do so by the Chair.
9. Any member of the Committee will be expected to declare an interest if one of the following conditions apply:
 - a. The member has a personal or prejudicial interest in the application other than one shared by the village as a whole.
 - b. The member's property abuts the land upon which the proposed development is to take place.
 - c. The site of the proposed development is within 60 metres of the boundary of the member's property.
10. Responses regarding planning applications will also be made at Parish Council meetings (where deadlines permit). Those decisions shall be made in accordance with the Standing Orders of Welford-on-Avon Parish Council rather than these Guidelines and therefore, for the avoidance of doubt, if there is an equality of votes, the Chairman of the Parish Council may give a casting vote.
11. At the Parish Council meeting, a report will be given of decisions made at the Planning Committee and this will be minuted by the Clerk.

Additional policy

No application will be discussed with an applicant prior to it being received from Stratford upon Avon District Council, the local planning authority.

This policy is intended to maintain consistency in the Parish and clear accountability. It will prevent private lobbying which may not be accurately reported. It will ensure a consistent response to SDC.

Revised August 2009