



Planning and Strategy Committee Terms of Reference

Adopted on October 15th 2018

Composition and Quorum:

The Planning and Strategy Committee (PSC) is a standing committee of the Parish Council and will comprise four Councillors; the Parish Clerk will attend meetings to record discussions and decisions. Three members (not including the Parish Clerk) will constitute a quorum. The PSC shall have delegated powers to deal, on behalf of the Parish Council, with planning and strategy matters and to represent the Council on such issues. The PSC may, if it deems necessary, call upon the advice and comment of subject matter experts (SMEs) for specific issues. Such SMEs shall have no voting rights in the PSC, nor shall they have any direct input to the Parish Council (beyond their rights as individual Parish residents, where appropriate).

Planning Roles: The planning roles of the PSC are to:

- a. Consider all local planning applications, planning appeals and other relevant local planning matters, within or close to Fernwood Parish. In such circumstances, the PSC is to provide a briefing to the full Council, with recommendations for any desired Council input, response or objections.
 - (i) In the event of a need for short-notice input (I.e. before the next reasonable opportunity for consideration by the full Council), the PSC is authorised to respond to such matters on behalf of the Council. Written responses are to be sent to the appropriate authority by the Parish Clerk, and a member of the PSC may be nominated to attend a planning authority meeting and verbally present the Council's views and input.
 - (ii) In assessing planning applications, compliance with the Neighbourhood Plan and environmental factors should be taken into consideration. Any responses to applications are to be based only on planning criteria.
- b. Seek to monitor the general environment within the Parish, and report to the appropriate authority any potential hazards, regulatory breaches or other significant issues.

Maintenance Roles: Under the overall envelope of planning and strategy, the PSC are to:

- a. Monitor the current maintenance responsibilities of the Parish Council and seek to maintain or improve the quality of such maintenance.
- b. Monitor maintenance of the village by the landowners and their designated management agents, to ensure compliance and effectiveness.
- c. Assess possible future maintenance requirements and initiate planning to enable the Parish Council to request, bid for and/or take on responsibilities for those requirements. In this context:
 - (i) Monitor planning applications and proposals for new developments in Fernwood, and particularly the plans or proposals for the ongoing maintenance of



open areas, with a view to ensuring the best arrangements (from the residents' perspective) for estate management in them and across the village.

(ii) Prepare estimates and proposals, when appropriate, to enable the Parish Council to submit a case for acquiring ownership and related maintenance responsibilities.

Strategy Roles: The Strategy roles of the PSC are to:

- a. Consider future development of the Parish and its Council, including:
 - (i) Ways in which the Parish will or may develop, as new parts of the village are developed or expanded.
 - (ii) How the development and expansion of the Parish might affect life for all residents, and thus how it might affect the constitution, function and roles of the Parish Council.
 - (iii) How the Parish Council might or should adapt to suit revised circumstances.
 - (iv) Liaison with adjacent Parish Councils on issues which might affect both parishes

Administration and Reporting:

The PSC is formed under the terms of Fernwood Parish Council Standing Orders Section 2 (Committees and Sub-Committees) and is to comply with all relevant provisions of Standing Orders. The PSC will elect a Chairman at its inaugural meeting. The Chairman post shall be open for election (or re-election) annually, after the Annual Parish Council Meeting in May.

Meetings will be held as required, but there should be no fewer than four meetings per year. Routine business between meetings may be conducted by e-mail, but decisions will only be made in meetings. Meetings will be scheduled for the last Wednesday of each month, excluding August and December, but need not be held if there is no specific business to be covered. Extraordinary meetings may be called, under the terms of Standing Orders Section 4 (Extraordinary Meetings of the Council and Committees and Sub-Committees).

Meetings will be open to the public (in a similar way to the meetings of the full Parish Council), and Minutes will be taken. The Parish Clerk is to submit the Minutes to the Parish Council at the next meeting, for adoption.

The Chairman of the PSC should provide a report to the full Council, at regular Council meetings. This may be a verbal report or, should circumstances warrant, a written report with options and recommendations.

External correspondence for the PSC should be conducted through the Parish Clerk, following decisions made at a PSC meeting. In the absence of the Clerk, the PSC Chairman may deal with correspondence.

The PSC may canvas other Councillors or residents for opinions and comments relating to planning applications or other issues. Any site meetings or visits related to planning applications should be arranged through the Parish Council; at least one member of the PSC should attend such meetings/visits, if it is considered that there may be contentious issues.