

# **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: 12<sup>th</sup> September 2016  
Minute number 16.119**

**Amended on 10<sup>th</sup> September 2019  
Minute number 19.108**

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

## **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 **3 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) Where an application comprises **more than one element**, the Council will ensure they address/consider **all elements** of that application.
  - h) The Chair will **drop Standing Orders** as a matter of course in order to **allow members of the public** to make a statement or express their opinion.
  - i) When making its decision the Council will aspire to adopt the stance that SHDC adopts **keeping planning policy in mind at all times**.
  - j) **All** Councillors are expected to make an effort to look at all planning applications **before** meetings.