

WHITESTONE PARISH COUNCIL
PLANNING TERMS OF REFERENCE

Whitestone Parish Council's Planning Committee, which consists of all members of the Council, will consider all planning matters affecting the parish. The Parish Council does not determine planning applications but it is notified by the planning authority, Teignbridge District Council, (TDC) about every application within Whitestone and is afforded the opportunity to comment and submit representations. The Parish Council has no powers to grant or refuse planning permission itself however its comments will carry a degree of weight, and for this reason the Parish Council conducts itself on planning matters in a way which is transparent, accountable, objective and fair.

Procedure for planning applications

All members of the Council receive notification from the clerk of new planning applications, and agree to view the application via the TDC planning portal, should a member not have access to a computer, paper copies will be provided. Following receipt it is expected that any declarations of interest must be notified as soon as possible to the clerk and the chairman, then usually one member will volunteer to take the lead to collate and produce an agreed response for the Council. Each application shall be determined on its own merits. All members shall contribute and email their comments to the planning lead in a timely manner and copy in the other members, the lead will consolidate all contributions and send an agreed recommendation to the clerk to be distributed on the agenda (time permitting) for the next Parish Council meeting. Most applications are given a 21 day response time, however different types of applications may have shorter response times.

All planning applications are also published on the Whitestone website with a link to the TDC planning portal.

Each planning application shall be discussed at a Parish Council meeting. Any comments from members of the public/and or the applicant will be listened to and considered and any additional comments or amendments will be made to the response. All representations are sent to TDC by the clerk as soon as possible following the meeting and included in the minutes of the meeting. All representations are published by TDC on its online planning portal.

Public participation

Members of the public are encouraged to send comments on planning applications directly to the local planning authority, Teignbridge District Council. The public are welcome to also contact the Parish Council separately with a copy of any representations on applications, or about any other planning issues. It is preferable that contact is made in writing to the clerk, or can be direct to any Councillor or by speaking at a Parish Council meeting (details of arrangements for the public are published on each agenda).

Where it is not possible for an application to be considered in time at a scheduled Parish Council meeting, all members will, by means of email exchanges reach a decision and agree any additional comments and a final agreed response will be sent to the clerk to submit to TDC prior to the expiry of the publicity date. The application will be added to the agenda for the next scheduled Parish Council meeting whereby the response will be ratified and included in the minutes.

If an application has a high degree of public interest or is considered highly important an extraordinary meeting can be called by the chairman.