

PENRITH TOWN COUNCIL

PLANNING COMMITTEE

KEY MATTERS – Planning application, listed planning applications, advertisement applications & Neighbourhood Planning.

TERMS OF REFERENCE

MEMBERSHIP	EIGHT Members of Penrith Town Council
QUORUM	THREE Members of the Committee
POWER	Local Government Act 1972, Sections 101 and 102.
TERMS	<p>The Council's Standing Orders apply to all meetings of the Committee.</p> <p>The Committee shall be appointed on an annual basis at the Annual Meeting of the Town Council.</p> <p>The first order of business of the first meeting of the Committee after its annual appointment will be to elect a Chairman</p> <p>Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a Sub-Committee or to Officers of the Council</p> <p>The Committee will meet monthly</p> <p>Meetings shall be open to the public unless the Committee feels it appropriate to exclude the press and public for specific items</p> <p>Members of the Committee will receive an agenda and supporting papers in accordance with the Councils Standing Orders</p> <p>All Members of the Council will receive an agenda only, sent via email</p> <p>Notice of meetings will be published in accordance with the Councils Standing Orders</p>
LIMITATIONS	Only Members of the Committee may vote on agenda items
	<p>Non-Members of the Committee may attend in their capacity as a Councillor and will be allowed to speak on an agenda item with the agreement of the Chairman</p> <p>Non-Members of the Committee are subject to the same rules as Committee Members regarding confidentiality and the requirements of the Code of Conduct</p> <p>Non-Members of the Committee have no more rights at Committee meetings than members of the public.</p>

PLANNING COMMITTEE RESPONSIBILITIES

DELEGATED POWERS **The committee has delegated authority:**

To consider and provide responses to planning applications made to Eden District Council for planning permission	To respond to all planning matters. Contentious and significant applications will be referred to full Council for consideration
Consider and provide responses to any proposals by the Local Planning Authority to make Tree Preservation Orders	To respond
Consider consultation responses to the Government's Planning Inspectorate and other appropriate bodies.	To respond
Consider and provide responses with respect to the stopping up, diversion, maintenance or creation of public rights of way	To respond
Consider and provide responses with respect to footpath/bridleway creation orders, highway adoption orders and other highway notices	To respond
Consider and recommend responses to any proposals with respect to street naming	To respond
Consider and provide responses to proposals with respect to highway and traffic regulation issues and orders	To respond
To develop and implement a Neighbourhood Plan for Penrith	To lead on the Neighbourhood Plan.
To delegate areas of responsibility to either a sub-committee or to an officer	To delegate
To formulate budget recommendations for the next financial year, for consideration by F & R Committee	Delegated financial powers within the approved budget for expenditure related to the Neighbourhood Plan budget Authority to apply for grants for a Neighbourhood Plan and for related expenditure from the grant awards.
To develop Planning Policy	To design, develop and approve Planning Policy in collaboration with the Neighbourhood Plan Group

PENRITH TOWN COUNCIL

PENRITH NEIGHBOURHOOD PLAN GROUP

KEY MATTERS: Neighbourhood Plan

TERMS OF REFERENCE

PENRITH NEIGHBOURHOOD PLAN GROUP (PNPG)

1. PURPOSE OF THE PNP

- 1.1 Penrith Town Council is the qualifying body for the preparation of a Neighbourhood Plan for their civil parish area. The Town Council has a standing Planning Committee which will oversee the Neighbourhood Plan
- 1.2 The Planning Committee may establish a Task & Finish Group to facilitate the creation of the plan. The PNP sits as the Project Board for project management and decision making purposes and will lead the preparation of the Penrith Neighbourhood Plan. The PNP will be known as the Penrith Neighbourhood Plan PNP (PNP) and will be established initially for two years after the designation of the parish
- 1.3 The PNP will guide and formulate the content of the Plan and all associated evidence and analysis up to Preferred Option Consultation Draft stage
- 1.4 The objective of the PNP is to produce a sound Neighbourhood Plan for the Parish of Penrith that defines the spatial planning policy priorities identified by the community taking into account all representations made during the plan-making process and having regard to all relevant existing plans and evidence. The Plan will include or be supported by an appropriate delivery plan setting out, where relevant, the means by which these policy priorities may be implemented

2. PURPOSE

The purpose of the PNP is to support Penrith to undertake the following:

- 2.1 Research and ensure support for the Neighbourhood Plan
- 2.2 Identify sources of funding support for the Neighbourhood Plan and prepare a budget
- 2.3 Put in place a monitoring system for checking on expenditure on the Neighbourhood Plan Project budget fund
- 2.4 Ensure there is a system of regular reporting back to the Town Council on all matters including the budget
- 2.5 Communicate and liaise with all relevant bodies to ensure the Neighbourhood Plan is effective
- 2.6 Ensure the involvement of the whole community in order to collect the views and opinions of as many diverse PNPs as exist in the community.
- 2.7 Identify appropriate types of surveys and questionnaires to be used in order to gather information and evidence to be used
- 2.8 Analyse the results of any surveys and questionnaires in order to prepare a report for inclusion in the final Plan
- 2.9 Prepare a Project plan identifying appropriate timescales and responsibilities including the lead bodies and organisations
- 2.10 Prepare the policies for inclusion within the Plan according to the wishes of the community identified through the engagement process
- 2.11 Submit the draft plan for testing and examination and be prepared to act on the result
- 2.12 Liaise with the Local Planning Authority to undertake and oversee the referendum

3. MEMBERSHIP

- 3.1 No more than 12 members in total with a quorum of 5
- 3.2 To be made up of Town Councillors who are members of the Planning Committee and non-council members with expertise or an interest the proposed policy topics. It is anticipated that the non-council members may change as topics are completed which are listed for illustrative purposes only:
 - a. Housing
 - b. Built Environment
 - c. Open Spaces
 - d. Sustainability
 - e. Transport & Infrastructure
 - f. Cultural Heritage
 - g. Inclusivity
 - h. Economic Development
 - i. Amenities and Facilities
- 3.3 Penrith Town Council insurance will cover the activities of the PNPG and volunteers, but PNPG members, in liaison with the Clerk, will ensure that terms of the insurance are not breached
- 3.4 Town Councillors who are members of the PNPG, will be expected to act as a liaison between the PNPG and the Planning Committee and the Town Council. They are responsible for ensuring there is a regular agenda item for a regular report back to the Town Council
- 3.5 Mini Task and Finish Groups know as Topic Groups may be set up to undertake specific tasks identified by the PNPG such as data collection, data analysis, engagement, consultation and to focus on topic as listed a. to i. above.
- 3.6 The make-up and objectives of each of the Topic Group will be agreed by the PNPG and will be regularly reviewed by the full PNPG who will make any appropriate changes and additions if the need arises
- 3.7 The PNPG will ensure all that activities comply with the Data Protection Act, including the storing of confidential information
- 3.8 The PNPG will be established for a time-limited period
- 3.9 The project is intended to run until a Plan has been presented for independent examination
- 3.10 The PNPG will remain active until the independent examiners report is published.
- 3.11 All communications, publications, consultation and community engagement exercises will be endorsed directly by both the Planning Committee and the PNPG

4. MEETINGS

- 4.1 PNPG meetings are informal and will take when required and dates will be added to the website. The Town Council will arrange the agenda and venue for the meetings
- 4.2 The PNPG will elect a chair and vice-chair from its membership, both of whom will be town councillors. The chair will be reviewed as part of the Town Council's annual scheme of delegation review
- 4.3 Decisions made by the PNPG should normally be by consensus at PNPG meetings. Where a vote is required each member shall have one vote and taken forward for approval to Full Council
- 4.4 A minimum of five members shall be present where matters are presented for decisions to be taken. A simple majority will be required to support any motion
- 4.5 The Chair, or in their absence the Vice-Chair shall have one casting vote

4.6 PNPG members shall declare pecuniary interests at meetings where appropriate

5. REPORTING AND COMMUNICATION

- 5.1 The chairman will report regularly to the Planning Committee and Full Council setting out progress on its work
- 5.2 The process will be supported by the Town Council as local authority and qualifying body
- 5.3 The Town Council will approve the Submission Draft Neighbourhood Plan prior to publication for consultation and independent examination

6. SUPPORT

- 6.1 The Town Council will provide a clerk to support the PNPG and an appropriately qualified planning consultant

7. CONDUCT

- 7.1 The PNPG will follow the code of conduct set out by Penrith Town Council.
- 7.2 The PNPG as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations.
- 7.3 The PNPG will achieve this through applying the following principles:
 - I. Work with mutual trust and respect, and combine their expertise;
 - II. Be clear when their individual roles or interests are in conflict;
 - III. Provide feedback from PNPG meetings;
 - IV. Inform the Steering PNPG when they are unable to deliver agreed actions;
 - V. Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, ability, or religion and belief; and
 - VI. Actively promote equality of access and opportunity.

REVIEWED MAY 2017

APPROVED JUNE 2017