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**Haddenham Parish Council**  
**Planning Committee**  
**Terms of Reference**  
**May 2021**

Next Review: May 2022

**Purpose of the Committee**

The Parish Council is notified by the Local Planning Authority (Buckinghamshire Council (BC)) of all new planning applications submitted within the parish. It is also consulted on planning policy within the district. The Planning Committee is constituted to consider all consultations and prepare responses on behalf of the Council. The Committee will lead on forward planning initiatives and development projects arising from the Neighbourhood Plan and the impact of growth.

**Membership**

The committee shall consist of a minimum of three Members of the Parish Council to form a quorum. The membership will be agreed at the Annual Parish Council meeting held in May each year, where the Chair of the Committee will also be appointed. At its first meeting after the annual meeting the committee will appoint a Vice-Chair who will chair the meetings in the absence of the Chair. The Chair and Vice-Chair of the Parish Council will be ex-officio members of the committee and will have full voting rights if in attendance. Any changes to the membership of the committee during the year will be ratified by a vote of the committee.

Members are expected to have a basic understanding of the planning system and material planning considerations. All new members of the Committee will be given an information pack and will be offered the opportunity to learn from the Chair of the Committee. Demystifying Planning training courses are run regularly by BMKALC which the Clerk can arrange for members to attend.

**Meetings**

The schedule of meetings of the committee will be determined each year at the Annual Parish Council meeting. The frequency of meetings will be every 3 weeks to ensure responses to new planning applications can be submitted within the required 21-day period.

The agenda for meetings is determined by the Clerk following a discussion with the Chair of the Committee and will be circulated to the Members three clear working days in advance of the meeting. The agenda will include all new planning consultations received from Buckinghamshire Council. The minutes of the meeting will be recorded and once approved and signed by the Chair will form part of the Parish Council's statutory records. Requests from Councillors for items to be included on the agenda will be considered in line with the Council's Standing Orders.

## **Planning Documents**

The Local Planning Authority publishes documentation online for all planning applications and policy consultations. The agenda for the meeting will include hyperlinks to the relevant documents for members to view the plans ahead of the meeting. For major planning applications the Parish Council receives hard copies of the plans from BC or the developer, these may be viewed by Members or the general public by arrangement with the Clerk or the Chair of the Committee. The plans will be displayed on a screen at the meeting.

## **Neighbourhood Plan**

The Haddenham Neighbourhood Plan was made on 11<sup>th</sup> September 2015 and now forms part of BC's Development Plan. A subsequent High Court Order on 7<sup>th</sup> March 2016 quashed Chapter 6 'Housing and Development', however the remaining policies continue to hold weight in planning decisions.

The Planning Committee will have consideration to the policies in the Neighbourhood Plan to ensure the plan continues to be included in the decision-making process.

## **Annual Report**

The committee will produce an annual report outlining the work that has been ongoing over the previous year and plans for the future to be presented at the Annual Parish Meeting.

## **Budget**

The committee will review its annual budget at its October meeting each year and taking into account its half year income/expenditure and future projects recommend to Council a budget for the next financial year to be included in the precept. Any expenditure in excess on the annual budget will require approval from full council.

## **Delegated Responsibilities**

1. Preparation and submission of responses to consultations on all new planning applications in the parish. When considering its response to ensure that all representations from interested parties have been taken into consideration.
2. Preparation and submission of responses to planning policy consultations.
3. To make representations in writing and /or in person on behalf of the Council in respect of appeals against refusal of planning permission.
4. To send a representative to speak on behalf of the Parish Council where an application is being considered by committee at BC.
5. To send a representative to information sharing meetings at BC.
6. On occasion it may be necessary to respond to a planning application prior to the next Planning Committee meeting. In this circumstance the Planning Committee will receive notification of the application by email with a hyperlink to the relevant online documents 7 days prior to sending the response, to allow the members views to be reflected in the response. If no feedback is received the response will be determined by the Clerk in

consultation with the Chair of the Planning Committee.

7. Where significant planning policy consultations are underway that will have a major impact on the parish the Committee will consider the necessity to host a public meeting. If a public meeting is to be held a working party will be set up to work with the Clerk to make the arrangements.
8. Where significant planning policy consultations are underway that will have a major impact on the parish the Committee will consider the necessity to distribute an information leaflet to all households in the village.
9. Monitor the conditions of any approval are being complied with and report to BC if they are not.
10. Monitor the implementation of s106 agreement contributions such as speed limit changes or traffic calming to ensure they are delivered.
11. An update to the Neighbourhood Plan will be needed in order for it to remain part of the Local Development Plan. There are many factors influencing the decision on the best time to update the plan, as there are currently significant pressures for growth in the district, and proposed changes to planning policy both nationally and in the County. The Planning Committee will monitor the external influences and decide when the appropriate time will be to start work on the update, if necessary seeking external professional advice.
12. A Working Group will be formed to lead on any update of the Neighbourhood Plan, the constitution of the group and its terms of reference will be determined by the Planning Committee and it will provide regular reports to the planning committee.
13. The budget for the update to the Neighbourhood Plan will be determined by the Committee who will be responsible for approving expenditure within that budget. Where possible, grant applications will be made to contribute towards the cost.
14. To monitor Government changes to planning policy and advise the Parish Council accordingly.

### **Neighbourhood Plan Projects**

The Planning Committee will take the lead on ensuring the delivery of projects identified in the Neighbourhood Plan. Working Groups will be set up to involve representatives of the community who have a particular interest in the facilities. Each working group will have its own terms of reference

- Building a Pavilion at Tibbs Road
- Streetscape Project (traffic impact study)
- Building a Pavilion at Aston Road
- A new burial ground at Aston Road
- Redevelopment or refurbishment of Haddenham Village Hall

- Redevelopment or refurbishment of Woodways pavilion

Ensure that appropriate projects are nominated to go into new s106 agreements in discussion with BC officers.

### **Dealing with the impact of development**

#### **Transfer of assets to the Parish Council on development sites**

- Liaison with Buckinghamshire Council and developers on the Parish Council's requirements, legal matters, transfer programme, and site inspections

#### **Street Naming**

On major developments where the Council is asked to suggest names for new streets, to work with the community to compile a proposal for Buckinghamshire Council.

#### **Parking**

- To form a working group to include members of the committee and residents to address the issue of parking in the village.
- To liaise with BC to resolve parking issues.
- Carry out informal consultations with residents on behalf of BC for any proposed parking restrictions.
- To make a recommendation to the Council prior to implementation of any new parking scheme, including an estimate of cost to the Council.

#### **Speed monitoring**

- Take responsibility for the Sentinel Speed Camera and its booking and use by other villages in the LAF area.
- Form and lead a group of volunteers to monitor speeding at the approved Sentinel locations.
- The Clerk and / or a committee member will attend Sentinel Working Group meetings at BC.
- Liaise with Thames Valley Police to enforce any speeding issues highlighted in the analysed data.
- To review the effectiveness of the monitoring.

#### **Walking and Cycling**

- To work with planning officers and developers to ensure connectivity and sustainability of all new major developments.
- To set up a working group to work with land owners for the creation of new footpaths.
- To nominate representative(s) to work with BC officers and other communities on the delivery of the Thame to Aylesbury cycleway