



# **Radyr & Morganstown Community Council**

## **Cyngor Cymuned Radur a Threforgan**

### **Planning Committee: Terms of Reference**

#### **Role**

The Planning Committee has delegated powers to respond to planning applications where the deadline for responses falls between Council Meetings (RMCC Standing Orders 4e).

The Planning Committee will monitor planning applications affecting Radyr and Morganstown. In doing so, the Committee will follow the procedures set out at Annex A.

The Planning Committee will also consider issues related to:

- Plasdwr and the associated LDP
- the work of the North West Cardiff Group (although the main liaison with that group will be those members of the Full Council who attend NWCG meetings).
- appeals, applications for licenses, street naming and tree preservation orders.

#### **Membership**

Members of the Planning Committee are appointed at the Annual Meeting of the Council in May.

The Chair of the Planning Committee is appointed at the next Planning Committee meeting following the Annual Council Meeting in May.

#### **Meetings**

All meetings of the Planning Committee shall be conducted in accordance with the R&MCC Standing Orders.

The Planning Committee shall meet when a planning issue requires a formal discussion. Otherwise, planning applications may be discussed by email following the procedure set out in Annex A.

Meetings of the Planning Committee are open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or other special reason (R&MCC Standing Orders 3b).

Quorum: At least one third of Members must be present; in no case can quorum be less than three Members (R&MCC Standing Orders 4d(viii)).

#### **Reporting**

The Chair of the Planning Committee (or other nominated Member in his/her absence) will provide a report on planning applications and any other planning matters at each Full Council Meeting. The report will include all responses to planning applications submitted by the Planning Committee.

## **Annex A**

### **Planning Committee: Procedures for responding to planning applications**

The Committee will agree one Councillor who will monitor the planning applications for Radyr and Morganstown copied to the Community Council by Cardiff Council. That Councillor will refer to the Planning Committee any applications which he or she thinks the Committee should consider.

These are likely to be for:

- large developments
- developments that would have a noticeable effect on traffic movement
- changing houses to flats
- garden grabbing developments
- developments that would add to, or subtract from, services and facilities for the local community.

In addition, any Planning Committee Member - and any other Member of the Council - can monitor planning applications, including by viewing them on Cardiff Council's website, and bring them to the attention of the Planning Committee or, via the Council's Chair, to all fellow Councillors.

The Planning Committee can deal with planning applications by exchange of e-mails, when appropriate (which should usually be the case). In such cases, one member of the Committee will be responsible for drafting any reply deemed necessary in relation to a planning application. That reply must be shared with and agreed by a majority of Planning Committee members before it is issued. If no agreement can be reached by email, then a formal meeting of the Planning Committee must be called.

After submission to Cardiff Council, responses must be included in the report made by the Chair of the Planning Committee at the next Full Council Meeting.

For significant planning applications (such as large developments, very controversial developments, or developments of significant interest to the community) the Planning Committee should normally convene a meeting to discuss them. Apart from these cases, regular meetings of the Planning Committee will not normally be required.

Members of the public may submit comments about planning applications to the Community Council. The Planning Committee must consider these as it prepares to respond to applications. Similarly, any comments posted by third parties on Cardiff Council's website may be considered.

Any responses to any planning applications will need to be submitted to Cardiff Council within 21 days of their receipt. This tight deadline justifies the procedures outlined in this document.

The Planning Committee has delegated authority to respond to planning applications when the deadline falls between Council Meetings, but may refer larger and/or controversial applications to the Full Council through requesting an extraordinary meeting.

For applications which are likely to be of interest to the wider community, the Clerk will publish the Council's response via the appropriate outlets (including the Community Council's website and Twitter account; other social media, the Radyr Chain etc.).

In neighbour disputes over applications which affect those neighbours only, the Community Council's default position will be to support the status quo. This is to ensure that full and appropriate planning procedures will be followed by Cardiff Council (such as undertaking site visits).

Planning Committee members should attend appropriate planning training courses.