

## **Ward Committee Planning Panels**

### **'Terms of Reference'**

#### **1. General Aims**

- 1.1 To scrutinise planning applications on behalf of local residents and to make appropriate comments and recommendations to the planning authority.
- 1.2 To work in partnership with the local Ward Committee.
- 1.3 To report activities of the Planning Panel to the local Ward Committee on at least two occasions each year.

#### **2. Membership**

- 2.1 Planning panel members should be residents of, or work in, the ward. However, in recognition of the valued experience and contribution made by the more long standing planning panel members that do not currently meet this criteria, an exception will be made until they choose to stand down. Any new members **MUST** be resident of, or work in, the ward.
- 2.2 Planning panel members are confirmed at their local ward committee meeting.
- 2.3 Planning panel members are selected for a period of 12 months and existing members can re-stand for each 12 month period.
- 2.4 The neighbourhood management officer will record membership details in ward committee minutes following the selection of the planning panel. The planning panel clerk should notify the neighbourhood management officer of any potential new members during the following 12 months, at least one week prior to the next ward committee meeting. Selection of new members should then take place at the next ward committee meeting.
- 2.5 Nominations for selection to the panel are to be submitted to the panel clerk at least one week prior to the ward committee. Nominations will be invited through ward newsletters annually. It is desirable that planning panel

membership will include residents from across the ward to represent a cross section of views.

2.6 There are no fixed limits on the numbers of members a panel can have. However, experience has shown that effective meetings are achieved with around 8 residents, so details of 12 residents may be a good number to keep, assuming not all will be able to attend each time.

### **3. Planning Panel Clerk/Secretary – ‘Job Description’**

3.1 The planning panel clerk should be a resident of, or work in, the ward. However, in recognition of the valued experience and contribution made by the more long standing planning panel clerks that do not currently meet this criteria, an exception will be made until they choose to stand down. Any new clerks **MUST** be resident of, or work in, the ward.

3.2 The planning panel clerk is selected by the planning panel members and is the point of contact for the members of the panel and officers of the planning department. This will involve:

3.2.1 Receiving notification of planning applications, which may include plans, maps, drawings etc., these will be sent by the planning officer.

3.2.2 Arranging planning panel meetings, as required, which may involve hiring a meeting room.

3.2.3 Consulting with the ward committee prior to all special public meetings.

3.2.4 Sending the views and comments of the panel to the planning department.

3.2.5 Receiving feedback on the success / failure of each planning application and reporting back to planning panel members.

3.2.6 Arranging to report back to the ward committee on a twice per year basis.

3.2.7 Submitting claims for reasonable out of pocket expenses (incurred as a result of participation on the panel) for the planning panel clerk or on behalf of panel members to the City of York Council. Receipts need to be submitted as evidence of expenditure.

3.2.8 The planning panel clerk may also need to obtain further information from planning officers.

#### **4. Expenses procedure**

4.1 The ward committee may allocate an annual expenses budget for each planning panel running from 1<sup>st</sup> April to 31<sup>st</sup> March each financial year. Expenses claims should not exceed this budget.

4.2 Expenses are paid for reasonable and legitimate expenses incurred by planning panel members in the course of their work for the planning panel. The basic principle is that members should not be out of pocket as a result of their participation in the planning panel.

4.3 Claims forms should be completed by the claimant and handed to the clerk who will then pass on to: Administration Officer, City of York Council Neighbourhood Management Unit, 9 St Leonard's Place, York YO1 7ET, to process payment.

#### **5. CYC Contact**

5.1 Queries related to Ward Committee Planning Panels should be directed to:

Senior Neighbourhood Management Officer  
City of York Council  
Neighbourhood Management Unit  
9 St Leonard's Place  
YORK  
YO1 7ET