

# CHILBOLTON PARISH COUNCIL

## TERMS OF REFERENCE FOR THE PLANNING COMMITTEE

These rules are supplemental to, and do not in any way override, the Parish Council's standing orders &/or financial regulations.

### 1. Objective

Chilbolton Parish Council is currently an advisory body to the Local Planning Authority (Test Valley Borough Council) for all planning applications that relate to the parish area.

The Planning Committee is constituted to consider and to respond on behalf of the Council in respect of such applications.

### 2. Membership of the Planning Committee

Membership shall consist of a minimum of four, a maximum of five persons, at least three being Council members one of whom shall be either the chair or the vice-chair of the Parish Council, non-council members have voting rights.

Membership of the committee will be as decided at the Annual Parish Council meeting each year

The committee shall be subject to a quorum of two if the total members are four or three if the total members are five.

### 3. Chairman

The chairman of the committee will be elected by the committee at its first meeting after the Annual Parish Council meeting.

The vice-chairman of the committee will be elected by the committee at its first meeting after the Annual Parish Council meeting.

### 4. Conduct of Meetings

All meetings of the Planning Committee will be convened in accordance with the Parish Council's standing orders.

### 5. Meetings

The calendar of meetings shall be confirmed at the first meeting after the Annual Meeting of the Chilbolton Parish Council. Notice of meetings shall be given of at least three clear working days.

The rules on access to meetings of the Council under Public Bodies (Admission to Meetings) Act 1960 equally applies to the Planning committee.

The Parish Clerk or the Chairman of the Planning Committee may call additional Planning Committee meetings as and when necessary to ensure that all Planning Applications received can be discussed and replied to within the timescale.

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The Planning Committee has an obligation to ensure that all comments received, prior to the meeting, from all relevant parties, applicants and objectors, for planning applications (not including enforcement notices) are considered at the meeting.

Minutes of all meetings will be recorded by the Committee Chairman or by any member nominated at the meeting and circulated at the full meetings of Chilbolton Parish Council. All planning applications, the responses and eventual results shall be noted in the minutes of Committee meetings.

### **6. Powers of the Planning Committee**

The Planning Committee shall be empowered:

- a) To act on behalf of the Parish Council in respect of any planning applications and, in particular, to:
  - Support or object to planning applications on the Parish Council's behalf as appropriate.
  - Submit comments and recommendations regarding planning applications to the Borough Council on the Parish Council's behalf.
- b) To consider, report on and make recommendations to the Parish Council regarding any consultations, surveys, proposals, reports, correspondence or other matters concerning planning issues, which may have an impact on planning within the Parish.
- c) To consider and report to the Parish Council on any consultations, surveys, proposals, reports, correspondence or other matters concerning planning issues which do not have a direct impact on planning matters within the Parish.

### **7. Responsibilities and Areas of Operation of the Planning Committee**

- a) To consider planning applications in respect of properties and developments in the parish and to:
  - Decide whether to support or object on the Parish Council's behalf.
  - Submit comments and recommendations on the Parish Council's behalf to the Borough Council as required.
  - Wherever possible, a member of the Planning Committee is to be nominated to attend Planning Authority's Planning meetings to represent the Committee's views in respect of controversial planning applications.
  - All correspondence should be conducted through the Parish Clerk wherever possible.

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- b) To study relevant plans, visit relevant sites and consider any comments from members of the public before deciding whether to submit comments or recommendations of support or objection.
- c) To ensure that any objections or recommendations are based solely on planning criteria.
- d) To take note of decision notices in respect of planning applications received from the Borough Council.
- e) To take note of and to report to the Parish Council any new legislation or regulations, changes in policy or other developments affecting the planning process, and any briefings received, and to participate in any relevant training.
- f) To consider, report on and make recommendations to the Parish Council regarding any consultations, surveys, proposals, reports, correspondence or other matters concerning planning issues which may have an impact on planning issues within the Parish.
- g) To consider and report to the Parish Council on any consultations, survey, proposals, reports, correspondence or other matters concerning planning issues which do not have a direct impact on planning issues within the Parish.
- h) To liaise with the Borough and County Councils, any other groups, sub groups or organisations regarding planning issues and other issues, including the infrastructure of the village and environmental improvement schemes, which might have an impact on planning and to report back to the Parish Council. For the avoidance of doubt the Planning Committee is not empowered to make any decisions in this regard on behalf of the Parish Council save with the Parish Council's express written consent.

### **8. Review**

The Terms of Reference are to be reviewed annually at the Annual Meeting of Chilbolton Parish Council.

**9 May 2022**