



## **FOUR MARKS PARISH COUNCIL**

### **Planning Committee - Terms of Reference**

#### **Purpose of the Planning Committee**

The committee is appointed to review and conclude planning matters on behalf of the council. These regulations are supplementary to, and do not override, the council's standing orders and/or financial regulations.

#### **Terms of Reference**

##### **1. Membership**

- a. The committee shall comprise of at least 4 council members.
- b. Committee meetings shall be subject to a quorum of 3 members.
- c. Members will be appointed at the annual meeting of the council or, in the case of the resignation of a member(s), at an ordinary council meeting.
- d. Reserve Members will be appointed at the annual meeting of the council or, in the case of the resignation of a member(s), or newly co-opted Councillors during the Council year, at an ordinary council meeting to stand in for members unable to attend but must be summoned accordingly.
- e. Before/on joining the committee, it is advisable for members to attend a planning training course.

##### **2. Chairman**

The council will elect a chairman at the annual meeting of the council.

##### **3. Conduct of Meetings**

- a. The committee should carry out all matters in accordance with the council's standing orders and any other related policies.
- b. All meetings of the committee will be minuted by the Executive Officer, relevant committee clerk, or other appropriate staff member.
- c. All minutes of committee meetings will be provided to the full council.
- d. The committee will meet on the first Wednesday of each month, or as required.
- e. Members of the press and public will be allowed to attend meetings and make representations in relation to advertised business items of the agenda in accordance with standing orders.
- f. The Executive Officer has delegated powers to make a response to the planning authority in accordance with the decision resolved by the committee.

#### **4. Delegated powers of the committee**

- a. To have fully delegated powers under Section 101 of the Local Government Act 1972.
- b. The committee shall have delegated powers to consider all planning applications pertaining to the parish and to provide a response to East Hampshire District Council
- c. Where the deadline for a response to a planning application falls outside of the dates for the next scheduled meeting, the clerk will request an extension to the deadline for a response.
- d. Any applications that cannot be considered due to their closing dates, or because an extension request has been declined, or deemed to be potentially contentious should be considered at the next full council meeting or at an extraordinary planning committee meeting.
- e. Councillors may carry out a site visit relating to an application, but no less than two members should attend together. Their findings should be presented to the remainder of the committee for consideration.
- f. The committee can elect a member to attend any meeting of the planning authority to represent the council's view of an application.
- g. The planning committee may appoint a sub-committee or working group to facilitate the work of the committee.
- h. The committee may seek advice from a local tree warden in relation to any tree applications.
- i. The committee shall have delegated powers to deal with other planning related matters, such as responding to consultations, and approve requests for developer presentations, on behalf of the council.
- j. The chairman of the planning committee is delegated the authority to communicate with the local planning authority over any planning matter under consideration by the Council.
- k. The committee may appoint a sub-committee or working group to facilitate the work of the committee.
- l. The committee may dissolve a sub-committee or working group at any time
- m. All correspondence shall be conducted through the Executive Officer