

CORHAMPTON & MEONSTOKE PARISH COUNCIL
PLANNING COMMITTEE – TERMS OF REFERENCE
Adopted 11th May 2022

The Council at its Annual Meeting will appoint a Planning Committee, consisting of three Councillors. It may, at any time, dissolve or alter the membership of the Committee. The quorum of the Planning Committee shall be two Councillors. The Chairman of the Council shall be a voting member of the Planning Committee.

The Planning Committee shall at its first meeting before proceeding to any other business, elect a Chairman, should this not have been done at the Annual Parish Council Meeting, who shall hold office until the next Annual Meeting of the Council.

The Planning Committee shall:

1. Have a standing responsibility to examine all planning applications and appeals affecting the parish and to recommend the Parish Council response.
2. Undertake a site visit for all applications in the village Conservation Areas other than those of an insignificant/uncontentious nature.
3. At the discretion of the Committee, refer any major development or contentious planning issues to the Parish Council for its consideration/decision, together with their recommendation.
4. Publicise the details of meetings called to consider planning applications.
5. Be empowered to liaise with any body, organisation or department of any local authority or utility board on any matter within the Committee's area of responsibility. The Committee may empower a committee member or members on their behalf.
6. Monitor the application and effectiveness of Tree Preservation Orders in the parish and make appropriate recommendations in this connection to the responsible authority.
7. Arrange additional meetings as required to progress business of the Committee.

The Clerk shall, as soon as it is received, log receipt onto the appropriate database every planning application notified to the Council. The Clerk shall refer every planning application to the Chairman of the Planning Committee within 48 hours of receipt.

Any Planning Application made by Councillors or in which they have a personal interest under the Model Code shall be considered by the full Council.

Any letter of objection or support from the Planning Committee must be approved by the full Council or a majority of Councillors before dispatch and signed by the Clerk. Any oral representation to the Planning Authority and the nature of that representation must be approved by the full Council or a majority of Councillors prior to the representation being made.

R. Hoile Clerk/RFO
11th May 2022