



**CHINEHAM PARISH COUNCIL**  
**PLANNING COMMITTEE - TERMS OF REFERENCE**

1. The Planning Committee is constituted to represent Chineham Parish Council in planning matters referred to Chineham Parish Council by the Local and other Planning Authorities.
2. The Planning Committee holds delegated authority from Chineham Parish Council as defined under item 15.b xiv of the Council's Standing Orders.
3. The Planning Committee is not the Local Planning Authority and as such does not have the power to refuse or allow planning applications. The Planning Committee on behalf of Chineham Parish Council is a statutory consultee in the planning process.
4. Membership numbers are not limited but are subject to a minimum of four serving Parish Councillors. All serving Councillors may request to be appointed to the Committee.
5. Membership of the Planning Committee is reviewed and voted on annually at the Annual Meeting of Chineham Parish Council.
6. At the first meeting of the Planning Committee following the Annual Meeting of Chineham Parish Council the Planning Committee will elect the Chair and Vice Chair before any other business is conducted.
7. The Committee will be quorate in accordance with the Council's Standing Order 1.u and meetings will normally be held in line with the published Parish Council meeting timetable – that is usually two per month.
8. The Committee may in exceptional circumstances and if necessary for timing reasons, agree its response to planning applications by email, subject to the normal quorum and public notification.
9. Details of planning applications shall be circulated with the agenda by e-mail to all Committee members in accordance with the Council's Standing Order 1.b.
10. If it is considered that an application or other planning matter is of great importance to the Parish, the Committee may refer it to the next Full Council Meeting of Chineham Parish Council in order that the Parish Council's response can be debated and agreed by all Parish Councillors.
11. The Planning Committee will take reasonable steps to inform an applicant and their neighbours about the Planning Committee meeting at which their application will be considered, in order to give them an opportunity to attend the meeting to address their comments to the Committee.
12. The Planning Committee allows members of the public to address the Planning Committee meeting about planning applications and other items on the agenda. Members of the public may speak for 3 minutes in accordance with the Council's Standing Order 1.g and only before the Planning Committee has begun its own deliberations. However if required, the committee members may seek clarification of the proposals from the public within the debate. However, in accordance with the Council's Standing Order 1.d, members of the public may be excluded from the meeting if confidential business is to be transacted.
13. The Planning Committee has an obligation to consider all comments made about planning applications from all third parties whether they are provided prior to or during the meeting.

14. The Assistant Clerk will submit the Planning Committee's recommendations to the Planning Authority or other relevant body and will ensure that communications arrive within the timescale required by the Planning Authority.
15. Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member or members of the Committee to attend the hearing or inquiry to present the Council's views to the Planning Inspector.
16. The Planning Committee may nominate a representative from the Committee or one of the Clerks (if appropriate) to attend the Planning Authority's Development Control and other meetings to represent the Parish Council's views in respect of planning applications and other planning matters.
17. The Planning Committee has a policy not to offer pre-application comment except in cases determined by the Committee.
18. The Assistant Clerk is responsible for the maintenance of any documents and records necessary for the effective fulfillment of the Committee's duties as listed above.
19. These Terms of Reference for the Planning Committee shall be reviewed annually at the Annual Meeting of Chineham Parish Council.