

Hardingstone Parish Council

Planning Committee Terms of Reference

The Planning Committee shall consist of up to 7 Parish Councillors as voting members with 3 members constituting a quorum.

All Councillor Committee members are to attend a planning course within a year of appointment to the Committee and attend a refresher course every four years.

A Chairman is to be elected annually by the Planning Committee at the first meeting after the Annual Parish Council meeting and shall hold office until the next Annual Parish Council meeting. The Planning Committee may also elect a vice-Chairman, although any Councillor in attendance at a Planning Committee meeting can preside, by agreement, in the Chair's absence. If the numbers of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum the meeting shall be adjourned and any business not transacted shall be carried over to the next meeting or dealt with on such other day as the Chairman may fix.

The Committee may co-opt additional members up to a maximum of 3. Co-opted members will not have voting rights.

Meetings:

To meet deadlines set by the planning authority the Parish Council must generally determine their response within 21 days. To achieve this, the Planning Committee will meet monthly between full Council meetings and no more than 20 days distant from a full Parish Council meeting.

The Planning Committee may canvas opinions for and against applications to assist with fair determination. Applicants and supporters, as well as objectors may attend meetings and have the opportunity to speak in accordance with Parish Council Standing Orders.

Areas of Responsibility:

Development and Planning Applications, Highways, Parking, Heritage, Conservation Area, Tree Preservation Orders.

HPC Planning Committee Terms of Reference

Main function:

To consider and respond to all applications for planning permission and planning appeals referred to Hardington Parish Council by Local Planning Authorities;

To consider all matters relating to Listed Building Consents, Buildings of Special Architectural Interest, Historic Buildings and the Conservation Area;

To identify, comment upon, and refer to the relevant authorities any matters considered to be in breach of planning permission;

To consider and comment on all planning matters relating to the Parish of Hardington and advise the Parish Council as necessary;

To comment upon and monitor Tree Preservation Orders and to seek approval for further TPOs if deemed necessary;

To monitor the management, preservation and enhancement of the Hardington Conservation area, liaising with the **West Northants** Council Conservation dept as appropriate.

To respond to all relevant consultation documents relating to planning and associated matters affecting the Parish of Hardington.

Process:

Planning applications shall be circulated to Planning Committee members as soon as possible after receipt by the Parish Clerk from the Planning Authority. The applications may be circulated by e-mail.

All comments received prior to, or at the meeting, from all relevant parties will be considered at the meeting.

On-site meetings may be arranged by the Chairman of the Planning Committee prior to the Planning Committee meeting. Where an on-site meeting is arranged all members of the Planning Committee shall be notified, but not all have to be in attendance.

Meetings will be notified to the public in accordance with Parish Council Standing Orders.

A list of the planning applications and tree applications to be considered shall be placed on the Parish notice board and on the Parish Council website no less than 72 hours before the start of each meeting.

Minutes of meetings will be recorded by the Clerk or any member nominated at the meeting.

HPC Planning Committee Terms of Reference

Minutes of the meeting will be circulated to all Councillors and adopted at the next Planning Committee meeting.

All planning applications, the responses and eventual results shall be noted in the minutes of full Parish Council meetings.

Any controversial applications shall be referred to the full Parish Council.

Any two Councillors may request an application be deferred for review by the Full Parish Council.

If a deferment to the full Parish Council would result in a late decision the Parish Clerk will be asked to request an extension from the Planning Authority. Where this is not given an extraordinary Parish Council meeting will be called if possible or a response may be made following a majority decision by the Planning Committee.

The Parish Clerk will communicate the decisions of the Committee to the Planning Authority or other relevant body and ensure such communications arrive within the required timescale.

Wherever possible a member of the Planning Committee should be nominated to attend the Planning Authority's decision making meeting to represent the Parish Council's view in respect of controversial planning applications.

All correspondence to external parties should be conducted through the Parish Clerk and copied to all Planning Committee members.