

**PLANNING COMMITTEE
TERMS OF REFERENCE**

HAMBLEDON PARISH COUNCIL

ADOPTED 06 JUNE 2022 (Mins Ref 1635)
Reviewed 01 Sept 2025 (Mins Ref 2746; no
revisions)



TABLE OF CONTENTS

PURPOSE OF THE PLANNING COMMITTEE	3
TERMS OF REFERENCE	3
Membership	3
Chairman	3
Conduct of Meetings	3
Delegated Powers of the Committee	3

PURPOSE OF THE PLANNING COMMITTEE

The Committee is appointed to review (and in certain circumstances 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

Membership

- a. The Committee shall comprise of at least three Council members.
- b. Committee meetings shall be subject to a quorum of three 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. Before/on joining the Committee, it is advisable for members to attend a planning training course.

Chairman

The Council will elect a Chairman, and Vice Chairman, at the annual meeting of the Council.

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 Clerk.
- c. All minutes of Committee meetings will be provided to the full Council.
- d. The Committee will meet formally only under circumstances described in 4b, below.
- e. Members of the press and public will be allowed to attend formal meetings and make representations in relation to advertised business items of the agenda in accordance with standing orders.
- f. The Clerk is delegated powers to make a response to the planning authority in accordance with the decision resolved by the Committee.

Delegated Powers of the Committee

- a. The principal purpose of the Committee is to consider a response to planning applications received from the Local Planning Authority (LPA) and submit as a recommendation to Council for consideration at its ordinary meetings.
- b. The Planning Committee shall act in an advisory role only to the PC, with the exception of the following circumstances when applications cannot be considered by full Council due to their closing dates:
 - between the July and September ordinary PC meetings, when full Council is not held;
or

- at any other time of the year when an extension to the time-frame allocated by the Local Planning Authority (LPA) is not permitted.

Under these circumstances, the Committee will have fully delegated powers under Section 101 of the Local Government Act 1972 to consider all planning applications pertaining to the parish and to provide a response to the LPA.

- c. 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.
- d. The Committee can elect a member to attend any meeting of the planning authority to represent the Council's view of an application.
- e. The Planning Committee may appoint a sub-committee or working group to facilitate the work of the Committee.
- f. The Committee may seek advice from a local tree warden in relation to any tree applications.
- g. The Committee shall have delegated powers to deal with other planning related matters, such as responding to consultations, on behalf of the Council.
- h. 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.
- i. All correspondence shall be conducted through the Clerk.
- j. Any applications that cannot be considered by the Committee within the timeframes allocated by the LPA shall in the first instance be notified to the LPA by officers with a request for a suitable time extension. If such an extension is not permitted by the LPA then the following emergency procedures are to be followed:
 - Officers investigate applications of a similar nature to ascertain the Council's response at the time along with any past application history for the site.
 - Details of the application to be considered along with the past history of the site and similar applications be advised to the Committee Chairman and Vice Chairman for consideration. If considered necessary by the Chairman and Vice Chairman the views of other committee members may be sought prior to agreeing a response.
 - A response be agreed by the Committee Chairman and Vice Chairman which shall be forwarded to the LPA by the Clerk.
 - All applications considered under these emergency arrangements must be reported to the next meeting of the Committee for ratification.
- k. When major applications are considered by the LPA the Chairman or other approved member of the Committee will make representations to the LPA Planning Committee when considered necessary.