



Twyford Parish Council
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PLANNING COMMITTEE TERMS OF REFERENCE

1. The Planning Committee is constituted as a Standing Committee of Twyford Parish Council. The Committee composition shall be a minimum of seven Councillors as voting members with three members of the Planning Committee constituting a quorum.
2. The Chairman and Vice-Chairman to be elected annually by the Committee.
3. A record of all planning applications, the responses and eventual results shall be noted in the minutes of meetings.
4. The Committee has delegated executive powers to consider all planning applications pertaining to Twyford Parish and to respond to Winchester City Council Planning Authority.
5. The Planning Committee may canvas opinions for and against applications to assist with fair determination of applications. The Committee has an obligation to ensure that relevant parties are given an adequate hearing – applicants, as well as objectors, will have the opportunity to speak at meetings in accordance with the Parish Council Standing Orders.
6. Any controversial applications shall be referred to the full Parish Council. A time sensitive response may be made by the Committee Chairman or Clerk following a majority decision by the Committee. Any two Councillors may request an application be deferred for a meeting of the Full Parish Council.
7. Where an on site meeting is arranged, it will be subject to the prior approval of the Chairman or Vice-Chairman. A Committee member will then present findings to the Committee.
8. Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing.
9. All correspondence shall be conducted through the Clerk of the Parish Council wherever possible.
10. Minutes of all meetings are to be kept by the Clerk and forwarded by e-mail to members of the Parish Council.
11. The Committee will meet as the workload requires, with a minimum of 3 days clear notice given.
12. All members to attend a planning training session within a year of appointment and further training at least every four years.

* Please note the Chairman and Vice Chairman of the Full council is an exofficio member of all committees and entitled to vote.