



## PLANNING COMMITTEE

### TERMS OF REFERENCE – approved 16<sup>th</sup> May 2019

1. The Planning Committee (the “Committee”) is constituted as a Standing Committee of Twyford Parish Council (the “Council”). The Committee composition shall be a minimum of four\* Councillors as voting members with four members of the Committee constituting a quorum.
2. The Chair is elected by the full Council but a Vice-Chair is to be elected annually by the Committee.
3. A record of all planning applications, the responses to consultation and eventual results shall be noted in the minutes of the Committee’s meetings.
4. The Committee has delegated executive powers to consider all planning applications pertaining to Twyford Parish and to respond to Winchester City Council’s Planning Department (as the agent acting for the South Downs National Park (“SDNP”)) and where appropriate directly to SDNP.
5. The 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 Council’s Standing Orders.
6. Any controversial applications shall be referred to the full Parish Council. A time sensitive response may be made by the Committee Chair or Clerk following a majority decision by the Committee. Any two Councillors (who need not be members of the Committee) may request an application be deferred for a meeting of the Full Parish Council.
7. Where an onsite meeting is arranged, it will be subject to the prior approval of the Chair or Vice-Chair. 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 Council wherever possible.
10. Minutes of all meetings are to be kept by the Clerk and forwarded by e-mail to all members of the Council.
11. The Committee will meet as the workload requires, with a minimum of 3 days clear notice given.

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## Twyford Parish Council.

12. All members shall attend a planning training session within a year of appointment and complete further training at least every four years.

\*NOTE – The Chair and Vice-Chair of the Full Council are ex-officio members of all committees of the Council and entitled to vote.