

Beaulieu Parish Council

Planning Committee Terms of Reference

PURPOSE

The Planning Committee (“the Committee”) is responsible for reviewing all planning applications in detail and, on behalf of the Beaulieu Parish Council (the BPC”), informing the Applicant and Planning Authority of its recommendation.

MEMBERSHIP

- Membership will be made up of a majority in number of BPC Councillors, including its Chair and Vice Chair
- The Chair, Vice Chair, and membership of the Committee will be decided at the BPC Annual General Meeting
- The BPC may co-opt one or more of its members onto the Committee at any time including to fill a casual vacancy as it sees fit
- A quorum will be four members to include the Chair or Vice Chair

PROCEDURES

- The Committee shall always comply with the BPC Standing Orders
- The Committee will meet monthly or as requested by the Chair or Vice Chair
- Details of planning applications shall be circulated by e-mail to all Committee members with at least three days clear notice of a Committee Meeting
- Any Committee member with a disclosable pecuniary, or non-pecuniary, interest in any of the matters to be considered by the Committee shall notify the Chair of that conflict ahead of any Committee meeting. Any Committee member with such a potential conflict of interest will be subject to the Code of Conduct and Dispensations as set out in Section 1(a) to (c) of the BPC Standing Orders.
- If the Chair (or Vice Chair in the event that the Chair is the Committee member with a potential conflict of interest) shall determine whether a dispensation request should be made to the Proper Officer as set out in Sections 1(d) to (e) of the BPC Standing Orders.
- If either the Chair or Vice Chair determines that it would be inappropriate for the Committee to consider a planning matter for any reason the matter shall be referred to the full Council for their consideration at the next BPC Ordinary meeting.
- The Committee shall provide the BPC with a record of all planning applications, the responses of the Committee and the ultimate decisions taken by the Planning Authority
- The Clerk or, if agreed with the Committee Chair or Vice Chair, a Committee member will minute all meetings of the Committee and the minutes shall be submitted to the BPC at its next meeting for adoption, normally ahead of submitting responses to the Planning Authority unless a more urgent response is required

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- The Committee shall not offer pre-application comment to Applicants and/or their agents
- The Committee may conduct business concerning routine planning matters outside a formal meeting
- The Clerk is responsible for submitting responses to the Planning Authority

DELEGATED POWERS

- To consider all planning applications and to respond to them on behalf the BPC
- To make written representation on behalf of the BPC to, or elect a Committee member to attend, any hearing or consultation or other meeting regarding planning issues or matters that will have an impact on planning

RESPONSIBILITIES

- In respect of its consideration of planning applications the Committee shall:
 - a) provide an Applicant, their agent and where possible the Applicant's neighbours, three days clear notice of the Committee meeting at which an application will be considered;
 - b) ensure that the Applicant and/or their agent is given an adequate hearing as they may reasonably request;
 - c) allow members of the public to address the Committee meeting for up to 3 minutes about planning applications and other items on the agenda;
 - d) ensure that their decisions are based solely on planning criteria;
 - e) exclude Applicants, their agent and/or members of the public from all or part of a Committee meeting if the Committee wishes to confer privately; and
 - f) inform the Applicant and Planning Authority of its recommendation.
- To monitor the general environment of the Beaulieu Parish and report to the Planning Authority any potential planning breaches
- To attend relevant planning training sessions including as offered by the Planning Authority and to read all relevant documentation to ensure that the Committee is aware of current legislation and regulations

REVIEW

- These terms of reference are to be reviewed annually at the BPC Annual General Meeting