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Review Annually

## Planning Committee Terms of Reference

### **PURPOSE**

The Planning Committee (“the Committee”) is responsible for reviewing all planning applications in detail and, on behalf of Beaulieu Parish Council (“Council”), informing the Applicant and Planning Authority of its recommendation. The Committee acts as a statutory consultee and does not determine planning applications.

### **MEMBERSHIP**

- Up to six Councillors including the Chair and Vice Chair
- The Chair, Vice Chair, and membership of the Committee will be confirmed at the Council’s Annual General Meeting
- The Committee may co-opt one or more councillors onto the Committee at any time including to fill a casual vacancy as it sees fit
- A quorum shall be three members to include either the Chair or Vice Chair except for the review of and decisions taken in respect of planning applications by the Beaulieu Estate or related bodies where the quorum shall be two members who have either no conflict of interest or a dispensation granted in accordance with the Council’s Standing Orders clause 13.

### **PROCEDURES**

- The Committee shall always comply with the Council’s 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 clear days’ 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 (or Vice Chair in the event that the Chair has a potential conflict of interest) of that conflict ahead of any Committee meeting. The Chair (or Vice Chair) shall determine whether a dispensation request should be made to the Proper Officer as required under the BPC Standing Orders clause 13.
- 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 full Council meeting.

## **Beaulieu Parish Council**

### Planning Committee

#### Terms of Reference

- The Committee shall provide council 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 Council at its next meeting
- The Committee shall not normally offer pre-application comment to Applicants and/or their agents
- Urgent or administrative planning matters may be dealt with between meetings in accordance with the Council's Standing Orders and delegated authority arrangements
- 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 of the Council
- To make a written representation on behalf of the Council to, or elect a Committee member to attend, any hearing, consultation or other meeting regarding planning issues or matters that may 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 clear days' 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 three minutes at the discretion of the Chair about planning applications and other items on the agenda;
  - d) ensure that decisions are based solely on planning criteria;
  - e) The Committee may adjourn briefly to seek procedural or legal advice where appropriate, but all debate and decision-making shall normally take place in public session; and
  - f) inform the Applicant and Planning Authority of its recommendation.
- To consider the general environment of the Beaulieu Parish and for the Clerk to report to the Planning Authority any potential planning breaches.
- To attend general councillor training and relevant planning training sessions, as offered by the Planning Authority, and to read all relevant documentation to ensure that the Committee is aware of current legislation and regulations.