

Fordingbridge Town Council

PLANNING COMMITTEE – Terms of Reference

1. The Planning Committee is constituted as a Standing Committee of Fordingbridge Town Council.
2. The Committee composition shall be all Councillors as voting members with three members of the Planning Committee constituting a quorum.
3. A Chairman and Vice Chairman to be elected annually by the Committee.
4. A record of all planning and licensing applications, the responses and eventual results shall be noted in the minutes of meetings.
5. Under section 101 (1) of the Local Government Act 1972, Fordingbridge Town Council has delegated its statutory powers and functions to this committee for the municipal year 2011/12 to:
 - consider all planning applications, tree work applications and licensing applications pertaining to Fordingbridge Parish and to make recommendations to New Forest District Council or the New Forest National Park Authority as the planning and licensing authorities.
 - Comments and/or decisions on all planning and licensing issues and planning and licensing policies relating to Fordingbridge
 - Comments and/or decisions on consultation papers relating to planning issues and policies, including Minerals and Waste in Hampshire and surrounding counties and licensing issues and policies.
6. 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 and objectors will have the opportunity to speak at meetings in accordance with the Town Council Standing Orders.
7. A time sensitive response on a planning application may be made by the Town Clerk following a majority decision by the Committee.
8. Where an on-site meeting for the Committee is arranged, it will be subject to the prior approval of the Chairman of the Planning Committee. A Committee member will then present findings to the Committee.
9. Where an application is heard at the Planning Authority Planning Committee meeting the Committee is authorised to make written representation or to elect a member of the Committee or Town Clerk to attend the meeting and speak.
10. Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee or Town Clerk to attend the hearing and speak.
11. Each planning application received shall be delegated to a Councillor to present to the meeting. The proposal concerning the decision made about a planning application shall not be made by the Councillor who is presenting the application.
12. All correspondence shall be conducted through the Town Clerk.
13. Agendas and Minutes of all meetings are to be kept by the Clerk and forwarded by e-mail or mail to members of the Town Council.
14. The Committee will meet as the planning cycle requires, with a minimum of 3 days clear notice given.
15. All members to attend a planning training session within a year of appointment and further training at least once every four years.
16. This committee has no financial powers.

17. Any policy decisions recommended by this committee will be resolved by the Finance & Policy Committee at the next meeting following the decision.

Reviewed 17.04.13