

**Hampstead Norreys Parish Council**  
**Planning Committee Terms of Reference**

Version number	1.0	Minute reference	19/20-11(b)
Adopted by	Full Council	Review due	Annually
Date adopted	20 <sup>th</sup> May 2020		

**Objective**

Hampstead Norreys Parish Council is a statutory consultee in respect of all planning applications received by West Berkshire District Council for the civil parish of Hampstead Norreys. The Planning Committee is constituted to consider and respond on behalf of the Council to all applications for planning permission and planning appeals referred to the Council by the Planning Authorities that cannot be considered at a full council meeting.

**Membership**

Membership shall consist of up to 6 members of the Full Council. The remaining member(s) of the Parish Council can be called upon to act as a substitute for any member unable to attend. The member requesting a substitute attend in their absence must inform the Clerk of the substitution.

Membership of the Planning Committee shall be ratified at the Annual Parish Council Meeting in May of each year. The quorum of a meeting shall be 3 members of the planning committee (or their substitutes).

Any member of the Parish Council that is not also a member of the Planning Committee is able to make representation to the Committee of their views on any business to be transacted.

**Areas of Responsibility**

The Planning Committee has the delegated authority from Hampstead Norreys Parish Council:

1. To make representations to the Local Planning Authority on applications for planning permission.
2. To make representations in respect of appeals against the refusal of planning permission.
3. To request the District Councillor call-in any application to be considered at the Western Area Planning Committee at West Berkshire Council.
4. To authorise a member of the Committee to attend the Western Area Planning Committee Meeting at West Berkshire District Council to speak on behalf of the Parish Council.
5. To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.

6. To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure.
7. To deal with any other planning related matter that a meeting of the full Council considers appropriate to be referred to the Planning Committee. All powers shall be exercised in accordance with any Standing Orders, or directions given, by the Parish Council.

### **Meetings**

Planning meetings will be called by the Clerk or the Chairman when a planning application is received that cannot be considered at a scheduled Full Council Meeting within the necessary timescale to respond to the application. Minutes of all meetings will be recorded by the Clerk or by any member nominated at the meeting. Minutes will be circulated and considered at the next Planning Committee meeting and will be reviewed at the Parish Council meeting following the Planning Committee Meeting.

The Planning Committee shall have an obligation to ensure that relevant parties are given an adequate hearing. Applicants, supporters and objectors shall have the opportunity to speak at meetings in accordance with the Parish Council Standing Orders.

### **Site Visits**

Where a site visit is requested by an applicant or an objector the member of the Planning Committee must ensure that they are accompanied by another member of the Committee. The Committee member shall then present findings to the Committee.

### **Responses**

The Clerk, or, in their absence, the committee member nominated to record the minutes of the meeting, will communicate in writing detailing the Planning Committee's recommendations to the Planning Authority, or other relevant body and will ensure that communication arrives within the timescale for each application. All correspondence should be conducted through the Parish Clerk wherever possible.

### **Review**

The terms of reference are to be reviewed by the Full Council annually.