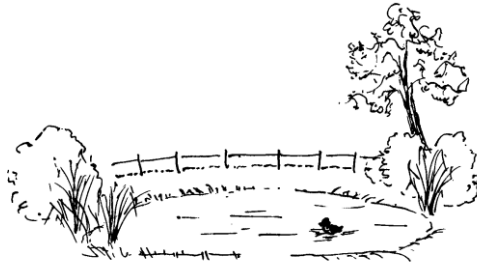


Aldbourne Parish Council



PLANNING COMMITTEE TERMS OF REFERENCE

Adopted 4 March 2020

Reviewed & updated 10 January 2024

Planning Committee Terms of Reference

- a) The Planning Committee is a standing committee.
- b) The Planning Committee will have a Chairman and Vice Chairman.
- c) The Planning Committee is given delegated authority to deal with all planning applications received by Aldbourne Parish Council.
- d) The Clerk is given delegated authority to respond to non-contentious planning applications should it not be possible to call a meeting before the consultation period expires. The Clerk will consult with the Planning Chairman and/or Vice Chairman before making any responses. Every effort will be made to obtain an extension before the consultation period expires prior to this action being carried out. Any decisions made under delegation will be recorded in the next meetings Minutes.
- e) Should a meeting not be quorate, the Clerk is given delegated authority to send a response to any applications that were to be considered at the non-quorate meeting. The Clerk will consult with the Planning Chairman and/or Vice Chairman before making any responses. Any decisions made under this delegation will be recorded in the next meetings Minutes.
- f) The Clerk will take the Minutes of each meeting. However, should the Clerks attendance cause additional travel expense, consideration will be given by the Chairman or Vice Chairman as to whether their attendance is required. Remote attendance by the Clerk can be considered. If the Clerk does not attend the meeting, either in-person or remotely, a councillor present will be asked to take the Minutes. The Clerk will be advised of the responses to be sent to Wiltshire Council.
- g) 15 members of the Council shall be members of the Planning Committee.
- h) Membership of the Planning Committee shall be reviewed at the Annual Council meeting held each May.
- i) Meetings to be held as and when applications are received, at a time prior to the consultation expiry date, or if has been requested, extension to this date.
- j) All Agenda's must be issued with three (3) clear days' notice, as per Standing Order 3.
- k) Where possible, all planning meetings should be held in the Memorial Hall. Should this not be possible, another public venue may be used but consideration to the accessibility of this property must be given.
- l) All planning meetings will be open to the press and public to attend. There will be a five (5) minute open session prior to the start of the meeting to allow members of the public to speak on any items contained within the agenda.

- m) All planning applications received will be recorded by the Clerk. The Clerk will liaise with the Chairman or Vice Chairman of the Planning Committee to arrange a suitable date for meetings to be held to allow applications to be considered. The Clerk will issue the agenda's as per item j. Should the Clerk be unavailable, the agenda can be issued by the Chairman or Vice Chairman of the Planning Committee.
- n) The decision of the Planning Committee must be decided on by a quorum of its members, which will be four (4).
- o) The decision of the Planning Committee on all applications will be advised to Wiltshire Council by the Clerk, but should they be unable to do this the Planning Chairman or Vice Chairman can send the responses. All responses must be made via the Wiltshire Council online public register planning system, using the dedicated login for Aldbourne Parish Council.
- p) All decisions made by the Planning Committee will be recorded in the Minutes of that meeting, and these Minutes will be approved at the next available Planning Committee meeting by a quorum of its members. Should a planning meeting not take place prior to the next Full Council meeting, the Minutes can be approved by a quorum of the Council at the next Full Council meeting if required.

The Clerk will send the draft Minutes to all Council members. Should the Clerk be unavailable, the Minutes can be sent by the Chairman or Vice Chairman of the Planning Committee. Approved Planning Committee Minutes will be adopted by the Council at the next available Full Council meeting.

These Terms of Reference will be reviewed every five (5) years or earlier if there are any changes in legislation or processes.

The term Chairman is a legal definition as defined in the Local Government Act 1972. s14. Whilst they may also be referred to as the Chair, this holds no legal standing.