



# Planning Committee

## Terms of Reference

New Alresford Town Council ('the Council') has the power to delegate functions to a Committee, Sub-Committee, or officer in accordance with Local Government Act 1972. Town Council oversees these Committees and gives them the authority to make decisions, provide budgets for their delegated duties and make recommendations to the Council to make decisions that it is not in the power of the Committee to make. The Planning Committee ('the Committee') shall be responsible for discharging functions on behalf of the Council and has the authority to do so (unless stated elsewhere) in specific circumstances as detailed below.

The Planning Committee is not the Local Planning Authority and as such does not have the power to refuse or allow planning applications. The Planning Committee on behalf of New Alresford Town Council is a statutory consultee in the planning process.

### **1. Responsibilities**

The Planning Committee is responsible for but not limited to:

- Examining all applications and appeals in line with the values set down in the New Alresford Design Statement and Winchester District Local Plans Part 1 and Part 2.
- Making representations to the Local Planning Authority, Winchester City Council (WCC) on applications for planning permission and appeals which have been notified to the Council.
- The Committee is authorised to make written representation or for the Chair or Vice Chair to attend a hearing at Winchester City Council.
- Monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure.
- Dealing with any other planning related matter that a meeting of the Town Council considers appropriate to be referred to the Planning Committee.
- Maintain regular liaison with Winchester City Council Planning Department in respect of future proposed developments including Sun Lane.
- Be responsible for the oversight of highways including parking in the town, footpaths and the Lengthsman programme.
- Be responsible for the provision, repair and maintenance of street furniture under the ownership of the Town Council
- Be responsible for road safety issues and the Speed Limit Reminder programme.

The Committee has authority to proceed with all items within its budget but must refer to the Town Council when non budgeted expenditure is anticipated.

All councillors may comment on any application as an individual, but it is imperative that this will have no bearing on Committee decisions as part of the democratic process.

The Committee must be aware of its legal powers and all undertakings by the Committee shall be done so in accordance with the Council's Standing Orders and current legislation.

## **2. Membership and Voting**

The Committee shall consist of a minimum of five members of the Council. There is no maximum number of Council members that may be selected to the Committee. The Committee's membership shall be selected by resolution at the Annual Meeting of the Council, or the first Committee meeting held following the Annual Meeting of the Council.

All Council members serving on the Committee shall have voting rights at any meeting of the Committee they attend in person. Councillors who are not members of the Committee may attend its meetings, but they may not vote on any decisions. In case of an equality of votes, the Chair of the meeting shall exercise the casting vote.

Representative members shall not be entitled to vote at Committee meetings.

## **3. Chair and Vice Chair**

At the Annual Meeting of the Council a Chair will be elected for the Committee. The Vice Chair of the Committee shall be elected at the first Committee meeting held following the Annual Meeting of the Town Council.

All Planning Committee Councillors should attend relevant training.

The period of office for both the Chair and Vice Chair shall cease at the Annual Meeting of the Council.

The Chair and Vice Chair of the Council have automatic membership to the Committee and form part of the quorum with full voting rights at the meetings they attend in person. The Chair of the Committee if present will Chair the meeting.

## **4. Conduct of Meetings**

All meetings of the Committee shall be convened in accordance with The Local Government Act 1972 Schedule 12 - Meetings and Proceedings of Local Authorities. and Standing Orders.

### **4a The Agenda**

The Clerk of the Committee, in consultation with the Chair, is responsible for setting the agenda items and publicising the dates of meetings to all Council and Representative members. The meeting agendas must be published on the Council website at the earliest opportunity before the meeting is held. In the event that there is a last-minute change which will impact on the meeting, the Clerk of the Committee is responsible for notifying all members of the committee and public as appropriate.

A standing item on the agenda will be 'Budget Review' to review the financial status of the Committee.

#### **4b Quorum**

For the Committee to be quorate there must be a minimum of three members present at the meeting.

The Committee Clerk shall be responsible for confirming the number of Council members of the Committee who have confirmed their attendance for each meeting. If it is anticipated that the Committee will not be quorate for any meeting, the Clerk of the Committee shall notify the Chair and Vice Chair of Council at least one working day prior to the meeting to ensure the Committee is quorate.

#### **4c Meetings**

The Committee shall meet at any venue that the Committee Chair deems appropriate to the items on the agenda. Unless notified otherwise, all meetings shall be held at the Council's offices at Arlebury Park.

Meetings shall take place monthly. Additional meetings can be considered at the Committee Chair's request in consultation with the Clerk, if the business of the Committee dictates it is prudent to do so.

#### **4d. Record of Meetings**

The Clerk of the Committee shall be responsible for ensuring that each Committee meeting is audio recorded and preparing the minutes of the meeting.

Minutes will include members' attendance or reason for non-attendance, all declared interests and all Committee decisions especially those concerning any expenditure.

Draft minutes will be circulated to the Chair and Vice Chair of the Committee for approval prior to circulation to all Council and Representative members.

The minutes of the meeting must be approved by the next Committee meeting. If the next Committee meeting to be held exceeds two calendar months, then the Minutes must be referred to the Council for approval.

Any items referred by the Committee to the Town Council for information or decision will be sent to the Town Clerk for consideration at the next Town Council meeting.

### **5. Delegated Powers**

The Committee has delegated Committee budget responsibility up to the value of £5,000 for any single spend within their budget. Any anticipated expenditure in excess of £5,000 must be referred to the Town Council for approval at the earliest opportunity.

It is the responsibility of the Clerk of the Committee to add a note to the agenda item 'Chairs announcements' at the next Council meeting in relation to any expenditure of the Committee exceeding £3000. It shall then be the responsibility of the Chair of the Committee to present the details of that note to the Council.

Decisions can at any time be delegated to Council staff to action, however the Town Clerk remains responsible for prioritising staff workload.

## **6. Conflicts of Interest**

All Committee members are under a duty to declare any potential conflicts of interest, pecuniary and non-pecuniary interests that may arise. It is imperative that the Council always remains open and transparent. All interests will be recorded in the minutes.

## **7. Review of Terms of Reference**

Terms of Reference shall be reviewed annually. The latest legislative updates and best practice guidance must be incorporated into the Terms of Reference. Terms of Reference must be referred to the Town Council for approval.

All Terms of Reference must indicate when they were last approved.

<b>Reviewed by</b>	<b>Last approved</b>	<b>Minute ref</b>	<b>Review date</b>
Town Council	17.9.19	19/136	1/5/20
Town Council	26/05/20	20/008	1/5/21
Town Council	24/09/24	24/060	