

Alderbury Parish Council Planning Committee

Terms of Reference

Adopted November 2024

1. Purpose and Role

The Planning Committee is established to advise Alderbury Parish Council on planning applications, strategic development matters, and planning policy issues that may affect the Parish. Its role is to ensure the views and interests of the parish community are considered in all planning decisions and developments.

2. Membership

- **Composition:** The Planning Committee shall consist of 5 members appointed from Alderbury Parish Council.
- **Appointment:** Members of the Committee shall be appointed by Alderbury Parish Council annually at the Annual Parish Council Meeting in May.
- **Chairperson:** The Chairperson shall be elected from within the Committee at the first meeting following the Annual Parish Council Meeting.

Commented [C1]: I recommend an odd number but whatever number you'd like

3. Responsibilities

The Planning Committee will:

- Review and provide recommendations on planning applications affecting the parish.
- Evaluate the potential impact of planning applications on the community, environment, and local infrastructure.
- Consult with residents, stakeholders, and community organizations to ensure a broad spectrum of views is considered.
- Monitor compliance with local and national planning policies and report concerns to the relevant authorities.
- Represent Alderbury Parish Council's position at planning authority meetings when necessary.
- Provide feedback on regional and national planning policy consultations.
- Report decisions and significant updates to the full Alderbury Parish Council in a timely manner.

4. Authority and Delegated Powers

- The Committee has the authority to make formal recommendations on planning applications but does not have the power to make final decisions unless specifically delegated by Alderbury Parish Council.
- Any decisions made on behalf of Alderbury Parish Council must be ratified at the next full Council meeting.
- Respond directly to all applications for tree work

5. Meetings and Procedures

- **Frequency:** Meetings will be held as required to meet statutory consultation deadlines or as otherwise decided by the Chairperson in consultation with the Clerk.

- **Quorum:** A minimum of [insert number] members must be present for the meeting to proceed and for any decisions to be valid.
- **Agenda and Minutes:** Agendas will be prepared and circulated by the Clerk at least three days in advance of meetings. Minutes will be recorded and circulated to all members and presented at the next full Council meeting.
- **Transparency:** Meetings will be open to the public, and residents may participate in accordance with the Council's standing orders.

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6. Reporting and Accountability

- The Planning Committee shall report its recommendations and findings to Alderbury Parish Council at each full Council meeting.
- A summary of decisions and recommendations will be included in the Alderbury Parish Council's official minutes.

7. Code of Conduct and Conflicts of Interest

- All Committee members must adhere to Alderbury Parish Council's Code of Conduct and declare any personal or pecuniary interests at the beginning of each meeting.
- Members with a conflict of interest must recuse themselves from discussions or votes on relevant agenda items.

8. Review and Amendment

- The Terms of Reference shall be reviewed annually or as required to ensure they remain up-to-date and relevant.
- Amendments to these Terms of Reference can only be made by Alderbury Parish Council.