

## Planning Committee Terms of Reference

The Planning Terms of Reference were adopted Full Council at its Annual Council Meeting held on 2 May 2017.

### **1. Objective**

Hazlemere Parish Council is currently an advisory body to the Local Planning Authority (Wycombe District Council) for all planning applications that relate to the Parish area.

The Planning Committee is constituted to consider and to respond on behalf of the Council in respect of such applications.

### **2. Membership**

Membership shall consist of a maximum of seven Council members elected annually along with the Chairman and Vice Chairman of the Parish Council in a ex-officio capacity.

The Chairman and Vice Chairman of the Committee shall be one member elected by the membership.

A quorum shall consist of three members.

### **3. Areas of Responsibility**

The Planning Committee has the delegated authority from Hazlemere Parish Council:

- a) To make representations to the Local Planning Authority on applications for planning permission which have been notified to the Council;
- b) To make representations in respect of appeals against the refusal of planning permission;
- c) To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations;
- d) To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure;
- e) To deal with any other planning related matter that a meeting of the Full Council considers appropriate to be referred to the Planning Committee; and
- f) The Clerk be given delegated powers for all Tree Preservation Orders to state that the Council comments are 'Refer to Wycombe District Council Arboriculturist'; the planning application will be reported in the normal way on the planning list, with relevant comments.

### **4. Planning Applications**

Planning applications shall be circulated to Planning Committee members within five days of the Parish Council Planning Meeting by the Parish Clerk. The applications may be viewed on the Planning Portal at Wycombe District Council. The Chairman shall be provided with two 'hard' copies for perusal at the Planning Committee Meetings, five calendar days prior to the meeting.

### **5. Meetings**

The calendar of meetings shall be confirmed at the first meeting after the Annual Meeting of the Hazlemere Parish Council.

The Parish Clerk or the Chairman of the Planning Committee may call additional Planning Committee meetings as and when necessary to ensure that all Planning Applications received can be discussed and replied to within the timescale.

The Planning Committee has an obligation to ensure that any comments received, prior to the meeting, from any relevant parties, applicants and objectors, for planning applications (not including enforcement notices) are considered at the meeting.

Minutes of all meetings will be recorded by the Parish Clerk or by any member nominated at the meeting and circulated at the Full Council meetings. All planning applications, the responses and eventual results shall be noted in the minutes of Full Council.

## **6. Responses**

The Parish Clerk will communicate to the Local Planning Authority the Committee's decision in respect of applications considered.

Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing.

Wherever possible, a member of the Planning Committee is to be nominated to attend Planning Authority's meeting, as necessary.

All correspondence should be conducted through the Parish Clerk.

## **7. Review**

These terms of reference are to be reviewed annually.

**To be Reviewed: May 2018**  
**Reviewed: May 2017**