

# SELBORNE PARISH COUNCIL

## Planning Committee Terms of Reference



Selborne Parish Council's Standing Orders, Code of Conduct and other relevant policies shall apply to this Planning Committee and its members at all times.

### **Objective**

Selborne Parish Council is currently a non-statutory consultee body to the Local Planning Authority (LPA) (both East Hampshire District Council and the South Downs National Park Authority, and in some cases, Hampshire County Council) for all planning applications that relate to the Parish area.

The Planning Committee (Committee) is constituted as an advisory body, offering informed opinions to the LPA, to consider and to respond on behalf of the Council and the community it serves in respect of planning applications, with several excepted instances where an application will be referred back to the next full parish council meeting of Selborne Parish Council. These exceptions are defined beneath.

### **Membership**

The first Committee members shall be set at May 2025's full council meeting. From then on, membership shall consist of a minimum of five Council members elected annually at the Annual Meeting of the Parish Council in May of each year.

After the inaugural meeting of the Committee, where the Chairman and Vice Chairman of the Committee will be elected by its representatives, the Chairman and Vice Chairman of the Committee shall be elected by the committee membership at the first meeting of the Committee after the Annual Meeting of the Parish Council, which occurs each May.

A quorum shall consist of four members, which is prescribed by law. Meetings will be declared inquorate if less than 4 members of the Committee attend meetings.

### **Areas of Responsibility**

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

- a) To review and 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 matters arising where necessary.

- g) To deal with any other planning related matter that a meeting of the Full Council considers appropriate to be referred to the Planning Committee.

Whilst the above points cover the delegated powers from full council, there is a limit to the delegated powers of the Committee which are set out beneath.

### **Planning Applications**

Planning applications shall be circulated to Planning Committee members as they are received and at least five days before the Parish Council Planning Committee meeting, by the Parish Clerk. The applications may be viewed on the Planning Portal at East Hampshire District Council and the South Downs National Park Authority Borough Council and a link to the applications will be provided by the Clerk for Councillors ease of reference should it be required.

### **Exceptions where Planning Applications are Deferred back to Full Council**

Where circumstances below arise, and in addition, where felt necessary by the Committee, planning applications will be referred back to the next full council meeting of Selborne Parish Council.

These exceptions include:

- Applications where a development includes 4 or more dwellings/units;
- Applications for Reserved Matters where extant permissions have been granted, but where there is considerable change to the initial granted application;
- Applications for a considerable land mass, over 1 acre in area;
- Applications which are likely to be of considerable concern to residents.

### **Meetings**

The calendar of meetings shall be confirmed at the first meeting after the Annual Meeting of the Selborne Parish Council, or the inaugural meeting of the Planning Committee, whichever occurs first.

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. However, if the application(s) in question does not attract adverse comments, views of members will be collated by the Parish Clerk, approved by Committee members and submitted by the deadline date.

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.

Only members of the Planning Committee may vote on agenda items of the Planning Committee, but other Councillors may attend in their capacity and may speak with the permission of the Chair but shall not be entitled to vote. Meetings will usually open to the public, subject to the discretion of the Chair, where e.g confidential matters may be discussed in private, in accordance with relevant legislation.

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

## **Responses**

The Parish Clerk will communicate to the Local Planning Authority the Committee's advice in respect of applications considered, in line with material planning considerations.

Where an application is subject to an appeal or Committee meeting at East Hampshire District Council and the South Downs National Park Authority Borough Council, 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 the Planning Authority's meeting, as necessary.

All correspondence should be conducted through the Parish Clerk.

## **Review**

These terms of reference are to be reviewed annually by the Committee at the first meeting following the Annual Meeting of the Council. Any changes will be reflected through the version number at the end of the document.

Date of policy: September 2025

Approving committee: Full Council

Date of committee meeting: 17<sup>th</sup> September 2025

Terms of Reference version: v1

Supersedes: N/A

Policy effective from: 17<sup>th</sup> September 2025

Date for next review: May 2026