



# Holybrook Parish Council

Proudly serving the residents of Holybrook Parish since 2000

## PLANNING COMMITTEE

### Terms of Reference

#### **1 MEMBERSHIP**

- 1.1 Membership shall be up to 5 Members of the Council.
- 1.2 If not members of the Committee in their own right, the Chairman and Vice-Chairman will be ex-officio members of the Committee for the duration of their term of office.
- 1.3 Meetings must have 3 Members, not including ex-officio members, to be quorate.
- 1.4 No non-council members may be co-opted to this committee. However, the Committee may invite experts to provide advice/information.
  - 1.4.1 Experts do not count towards the meeting quorum;
  - 1.4.2 Experts do not have any voting rights.

#### **2 MEETINGS**

- 2.1 Meetings shall be held in the Beansheaf Centre, Charrington Road, Calcot RG31 7AW.
- 2.2 An annual meetings schedule will be agreed at the Annual Meeting of the Parish Council. However, meetings will be held when required by the demand of planning applications (which may mean some scheduled meetings are cancelled and additional meetings are organised in-line with usual Standing Orders). Meetings will usually take place before another council meeting.

#### **3 OBJECTIVES AND DELEGATED FUNCTIONS**

- 3.1 To make observations/comments on all planning applications bar those listed under section 1.7 Terms of Reference for Committee and Scheme of Delegation - General.
- 3.2 To make observations/comments on planning policies and detailed local plans appropriate to the Parish.
- 3.3 To make observations/comments on planning appeals and matters relating thereto.

- 3.4 To make observations/comments on tree preservation orders and listed building consents.
- 3.5 To make observations/comments on matters relating to the creation, diversion and closure of public footpaths.
- 3.6 To comment on Traffic Orders from relevant bodies.
- 3.7 To respond to consultations on items such as Local Government Boundary Changes, local planning, allocated development sites and any other as delegated from full council.
- 3.8 To make recommendations to the District Council with respect to Street Naming within the Parish.
- 3.9 To assign two members to represent the Council, as required, at Eastern Area Planning Committee hearings and attend site visits (other Council members not so assigned may attend).
  - 3.9.1 Any speeches to be reviewed by the Committee for e-mailed agreement.

**4 Matters to be delegated to the Parish Clerk**

- 4.1 Respond to all applications relating to premises licences in conjunction with the Committee Chairman.
- 4.2 In the unlikely event that a meeting date cannot be arranged, and a planning response is urgent, the Clerk can respond on behalf of the Committee in consultation with the Chairman of the Committee.
- 4.3 In the case of an emergency, where the convening of a meeting is impossible (as during the Covid lockdowns), or a scheduled meeting is inquorate whatever the reason, to respond to planning applications on behalf of the Committee/Council in conjunction with the committee and council chairmen.

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