



BURITON PARISH COUNCIL

Buriton Parish Council Planning Committee Terms of Reference

The Planning Committee is a standing committee of Buriton Parish Council and is authorised by the Council to act on its behalf as a statutory consultee on all planning applications referred to it by the South Downs National Park Authority.

Members of the Planning Committee and a Chair will be agreed at the Annual Meeting held in May or June. The members will be Parish Councillors and other experienced parishioners. Councillors who are not on the Planning Committee can attend the meetings as a member of the public.

The Planning Committee will also deal with all other planning matters on behalf of the Council other than in unusual circumstances where the Committee's Chair, in consultation with the Clerk and the Chair of the Council, considers the matter should be taken to the full Council for consideration.

Comments agreed by the Planning Committee will be uploaded to the relevant planning application on the Planning Portal of East Hampshire District Council by the Clerk or agreed member of the Committee.

Correspondence from a planning officer on matters arising from a Committee decision on a planning application will only be dealt with by email by the Clerk in consultation with the Committee's Chair. The Clerk will collate the views of Committee members by email and will be responsible for sending the consensus reply to the planning officer. In the event of the Clerk being absent for more than 48 hours, the Chair of the Committee will respond. If the correspondence from the planning officer is on a simple issue of fact, the Clerk or if the Clerk is unavailable, the Chair, will answer directly. The use of email is to ensure that there is a "paper" trail.

The decisions of the Planning Committee do not require ratification by the full Council. A member of the Planning Committee will provide a report of the planning applications discussed and the comments agreed for the next Parish Council meeting, which will be added to the minutes.

The quorum for meeting will be three. To enable the Chair and Clerk to decide if a meeting will need to be rescheduled, members should endeavour to inform the Clerk 48 hours in advance of the meeting if they are unable to attend or will have to declare an interest in an item of the agenda which would preclude them from voting.

Meetings will be held when planning applications have been received and a Committee called giving at least 5 days notice of the meeting, and to ensure that the deadline for comments on the application will be met. If a meeting of the Parish Council is within the timeframe the planning application can be added to the agenda and discussed at that meeting.

Members of the public may attend planning meetings and each person present may make one representation of three minutes maximum duration for or against an item on the agenda (where there are two related agenda items associated with a single address, only one representation can be made).

If a large number of members of the public are present and wish to speak, the Chair of the Committee has the right to limit the overall public speaking time, but on any one agenda item the total time will not be less than 15 minutes.



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For each meeting, the agenda, date, time and venue will, at a minimum, be posted on the Council's noticeboard and website. All meetings will be conducted in accordance with the Standing Orders other than the public participation where the Committee's Terms of Reference are more specific and take precedence.