



Planning Committee

Terms of Reference

1. Membership of the Planning Committee shall be determined each year at the Annual meeting of the Council at which time the Chairman for the year will be elected. Membership normally constitutes all members of the Council except the Town Mayor.
2. At the first meeting of the Committee following the Annual Meeting of the Council a Deputy Chairman shall be elected.
3. The Committee will generally meet on a 'three-weekly' cycle with all meeting dates being confirmed by the Annual Meeting of the Council.
4. The minutes of the Committee are to be reported to and received by the Council at each meeting of Council.
5. The principle purpose of the Committee is to consider a response to all planning applications received from the Local Planning Authority (LPA) which shall be submitted to the LPA by suitable officer support within the timeframes permitted by the LPA.
6. Any applications that cannot be considered by the Committee within the timeframes allocated by the LPA shall in the first instance be notified to the LPA by officers with a request for a suitable time extension. If such an extension is not permitted by the LPA then the following emergency procedures are to be followed:
 - i) Officers investigate applications of a similar nature to ascertain the Council's response at the time along with any past application history for the site.
 - ii) Details of the application to be considered along with the past history of the site and similar applications be advised to the Committee Chairman and Vice Chairman for consideration. If considered necessary by the Chairman and Vice Chairman the views of other committee members, especially the Ward Members may be sought prior to agreeing a response.
 - iii) A response be agreed by the Committee Chairman and Vice Chairman which shall be forwarded to the LPA by officers.

- iv) All applications considered under these emergency arrangements must be reported to the next meeting of the Committee for ratification.

- 7. When major applications are considered by the LPA the Chairman or other approved member of the committee will make representations to the LPA Planning Committee when considered necessary.

- 8. The views and assistance of The Petersfield Society will be sought and considered on appropriate applications.

- 9. The Committee will also consider responses to the following applications:
 - Highway or road closures;
 - Licensing;
 - Tree Preservation Orders;
 - Street Naming.

- 10. The Committee shall consider responses to consultations received of a planning nature and shall submit responses on them within prescribed timescales except that where such consultations have potentially significant impact on the community the response shall be submitted as a recommendation to Council for consideration.