Highcliffe and Walkford Parish Council

Planning Committee Terms of Reference

1 OBJECTIVE

1.1 The Planning Committee is constituted to consider and respond on behalf of the council to all applications for planning permission and planning appeals referred to the council by the Local Planning Authority.

2 MEMBERSHIP

2.1 Membership shall consist of eight members of the full council and will be elected to serve on the committee at the Annual Parish Council meeting of Highcliffe and Walkford Parish Council.

2.2 The quorum of the committee shall be three members.

2.3 Where members of the committee cannot attend a meeting, any other councillor may be substitute.

3 AREAS OF RESPONSIBILITY

3.1 The committee has the delegated authority from Highcliffe and Walkford Parish Council:

- To make representations to BPC Council on applications for planning permission
- To make representations in respect of appeals against the refusal of planning permission
- To deal with any other planning related matter that a meeting of the full council considers appropriate to be referred to the committee

3.2 All powers shall be exercised in accordance with standing orders, or directions given, by the Parish Council.

4 ADDITIONAL DELEGATED POWERS

4.1 In the event that it is not possible to convene a meeting or if a meeting is inquorate, power is delegated to the Clerk in conjunction with at least one other member of the planning committee to respond on behalf of the council.

5 CANVASSING PUBLIC OPINION

5.1 The Planning Committee may canvas opinion for and against the application and consult with other relevant bodies to assist with fair determination of applications.

5.2 Members should not engage in dialogue with an applicant, agent, supporter or objector as this could prejudice them at the meeting.

6 SITE MEETINGS

6.1 On site meetings may be arranged by the clerk or the chairman of the committee and where an on-site meeting is arranged all members of the Committee and the Council shall be notified, but not all have to be in attendance.

6.2 Individual members will not attend on-site meetings without explicit agreement of the committee. For clarity, there is no restriction on off-site viewings.

7 MEETINGS

7.1 Planning applications shall be circulated to the Planning Committee as soon as possible after receipt by the Clerk. The applications will be circulated to the committee by email.

7.2 Planning applications will normally be considered by open discussion in a properly convened meeting.
7.3 Meetings will be held in public and time assigned for the public, applicants, agents, supporters and objectors to make representations.
7.4 The amount of time set aside for public representations shall be limited to three minutes for supporters and three minutes for objectors, except where an extension is approved by the committee.
7.5 A calendar of committee meetings shall be published each year.
7.6 The clerk or the chairman of the committee may call additional committee meetings as and when necessary.
7.7 The Planning Committee shall have the option of referring an application to full council.
7.8 The Planning Committee shall have the right to request an extension from the LPA to the consultation time.

8 BPC PLANNING COMMITTEE CALL IN

8.1 Where the committee requests an application is called in to the BPC Planning / Development Control Committee, a member of the Highcliffe and Walkford Planning Committee must be prepared to attend and speak to the reasons for call-in.

9 RESPONSES

9.1 The clerk will communicate by email detailing the committee's recommendations to BPC Council and will ensure that communication arrives within the timescale for each application.

10 REPORTING

10.1 Responses from the committee shall be circulated to all councillors on submission to the LPA.
10.2 Responses from the committee shall be posted on the council's website on submission to the LPA.
10.3 Minutes of the committee shall be presented to full council for noting.

11 APPEALS

11.1 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.

12 REVIEW

12.1 The election of committees and their terms of reference are to be reviewed annually at the Annual Parish Council meeting of Highcliffe and Walkford Parish Council

DRAFT September 2025