

LYNDHURST PARISH COUNCIL

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PLANNING COMMITTEE

Terms of Reference

1. The Planning Committee is constituted as a Standing Committee of Lyndhurst Parish Council. The Committee composition shall be a minimum of six Councillors with three members of the Planning Committee constituting a quorum.
2. If a councillor wants his absence from a meeting to be approved by the council, he should submit his written request together with the reason for absence before the meeting takes place. A councillor cannot continue in office if he fails to attend a meeting of the committee for a period of six consecutive months and the reason for his absence has not been formally approved before the expiry of the six month period (s85(1) of the 1972 Act). Approval cannot be retrospective. However, any Councillor failing to attend a meeting for three months would be contacted as a welfare measure. The minutes of the meeting must record if it resolved to approve a councillor's absence from the meeting, and if possible, the councillor's reason for absence. The recording of such information must not conflict with a council's duty to handle personal data or sensitive personal data in accordance with its obligations under data protection legislation (Legal Topic Note 38 – data protection).
3. The Chairman and Vice Chairman to be elected annually by the Committee.
4. A record of all planning applications, the Committee's responses and eventual results shall be noted in the minutes of meetings.
5. The Committee has delegated executive powers to consider all planning applications pertaining to Lyndhurst Parish and to respond to the New Forest National Park Authority. The Planning Committee may canvas opinions for and against applications to assist with fair determination of applications. The Committee has an obligation to ensure that relevant parties are given adequate hearing and a period of 10 minutes will be allowed. Members of the public intending to address the meeting are encouraged to register with the Clerk before the meeting. Priority will be given to those who have given notice in advance. Members of the public in attendance are entitled to remain for the meeting should they so wish, unless any item is declared confidential or exempt business. Members of the public may only participate in any of the business being considered by invitation of the Chairman.
6. Applicants, as well as objectors, will have the opportunity to speak at meetings in accordance with the Parish Council standing orders.
7. Any significant or controversial applications shall be referred to the full Parish Council. A time sensitive response may be made by the Committee Chairman or Clerk following a majority decision by the Committee. Any two Councillors may request an application be deferred for a meeting of the Full Parish Council.
8. Only planning applications on the current Agenda will be considered. In all other cases the Clerk will ask the NFNPA Planning Officer concerned with the application for a time extension should this prove necessary in order for an application to be fully considered by the Committee.
9. Where an on site visit is arranged it will be subject to the prior approval of the Chairman or Vice-Chairman. A Committee member will then present findings to the Committee.
10. Where an application goes to the NFNPA Planning Committee for a decision the Chairman or a Committee member may represent Lyndhurst Parish Council to speak on their behalf.

11. 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. All correspondence shall be conducted through the Clerk of the Parish Council wherever possible.
13. Minutes of all meetings are to be kept by the Clerk and forwarded by email to members of the Parish Council.
14. After authorisation all minutes will be displayed on the Parish Council website.
15. The Committee will usually meet monthly or as the workload requires, with a minimum of three days clear notice given by email to the Committee and the public notified on the website.
16. All members to attend a planning training session within a year of appointment and further training at least every four years.
17. The Chairman and Vice Chairman of the Full Council are ex officio members of the Committee and entitled to vote.