



Planning Committee : Terms of Reference

Chesham Bois Parish Council has appointed a Planning Committee as a Standing Committee and determined the terms of reference as set out below.

1. Purpose

- a. The Planning Committee is established by the Parish Council to manage the process of dealing with the Council's response to planning applications that fall within the boundary of the Parish. This may include the following responsibilities:
 - i. To review planning applications in respect of properties and developments in Chesham Bois that are submitted to the Local Planning Authority and to:
 1. Decide whether to support, be neutral, or object on the Parish Council's behalf, or whether to take any other related action.
 2. Request the Clerk to submit comments and recommendations on the Parish Council's behalf to the planning authority as required following a meeting of the Planning Committee.
 - ii. To study relevant plans, visit relevant sites and consider any comments from members of the public before deciding whether to request the Clerk to submit comments or recommendations of support, objection or neutral.
 - iii. To ensure that any objections or recommendations are based solely on planning criteria.
 - iv. To consider consultations and correspondence regarding planning issues or issues, including the infrastructure of the village, which may have an impact of planning at local, regional or national level, and to respond on the Parish Council's behalf as appropriate.
 - v. To take note of decision notices in respect of planning applications received from Buckinghamshire Council.
 - vi. To take note of any new legislation or regulations, changes in policy or other developments affecting the planning process, and any briefings received.
 - vii. To liaise with Buckinghamshire Council and any village groups, sub-groups or organisations regarding planning issues and other issues, including the infrastructure of the village and environmental improvement schemes, which may have an impact on planning.
 - viii. To attend the planning authorities planning meetings, especially if they intend to overrule a planning objection from the Parish Council and attend appeal hearings where appropriate.
 - ix. To meet with developers in accordance with the Parish Council's policy (if the Planning Committee considers it to be appropriate).
 - x. To bid or apply for grants to finance any initiatives which are consistent with the responsibilities of the Planning Committee.
 - xi. To refer planning applications judged by the Planning Committee to be of significant importance to Chesham Bois to the Parish Council for consideration.
 - xii. Clerk to prepare minutes of meetings summarising responses to planning applications. If the Planning Committee considers it appropriate, to prepare a report from time to time regarding a planning application and advising the Parish Council of the issues to be considered.

- xiii To ensure that actions, decisions and recommendations are in line with the requirements of the Biodiversity Policy adopted by the Parish Council and the objective to conserve and enhance Biodiversity.

2. Structure

- a. The Planning Committee shall comprise a minimum of four members, who will be appointed by the Parish Council at the Annual Parish Council Meeting. After members of the Committee have been appointed, the Parish Council will appoint the Chairman in accordance with Standing Order 4 d (v).
- b. The terms of office for all members of the Committee are determined by the Parish Council.
- c. Members of the Committee should be encouraged to participate in any relevant training, to be approved by the Parish Council and arranged by the Clerk in line with the agreed annual budget for training.

3. Delegated Responsibilities

- a. The Planning Committee shall be empowered by the Parish Council to:
 - i. Act on behalf of the Parish Council in respect of responding to planning issues and, in particular, to:
 - 1. Decide whether to support, object, or return a neutral response to planning applications on the Parish Council's behalf as appropriate.
 - 2. Request the Clerk to submit comments and recommendations regarding planning applications to the Local Planning Authority on the Parish Council's behalf after a meeting of the Planning Committee.
 - ii Respond on the Parish Council's behalf to consultations regarding planning issues or issues including infrastructure of the village, which may have an impact on planning.

4. Meetings

General provisions for Committee meetings are set out in the Standing Orders. Issues specific to the Planning Committee as a Standing Committee are set out below.

- a. The Parish Council shall determine the number and time of the ordinary meetings of a Standing Committee up until the date of the next annual meeting of the Council. The dates of meetings are published by the Clerk.
- b. The Chairman of the Planning Committee may convene an extraordinary meeting of the Committee at any time.
- c. The quorum for meetings of the Planning Committee shall be no less than three members of the Committee. If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- d. In the event of the Planning Committee failing to form a quorate meeting in time for planning deadlines, the Clerk will respond directly to the unitary authority, (as the Local Planning Authority), having consulted with members of the Planning Committee.

5. Review

- a. The Parish Council will review the terms of reference at the Annual Parish Council meeting.