



# Kingsclere Parish Council

## Terms of Reference for the Planning Panel

**Reviewed at the PPP Meeting April 2024 and adopted at the Annual Meeting of the Council on 20th May 2024**

These rules are supplemental to, and do not in any way override, the Parish Council's Standing Orders and or Financial Regulations.

### **1: Membership of the Planning Panel**

#### **1.1.**

The Panel shall comprise three members of the Parish Council as a minimum, to be confirmed every year at the Annual Parish Council meeting. The Parish Clerk will also be a full member of the Panel.

#### **1.2.**

Any changes in membership of the Panel following the Annual Parish Council meeting shall be subject to approval at the next Parish Council meeting.

#### **1.3.**

The quorum of the Panel shall be three of its members.

### **2: Chairman**

The chairman of the Panel shall be determined at the first meeting of the Panel following the Annual Parish Council meeting.

### **3: Conduct of Meetings**

All meetings of the Planning Panel will be convened in accordance with the Parish Council's Standing Orders.

### **4: Powers of the Planning Panel**

The Planning Panel will act as the primary contact for all planning business and will make recommendations on such business to full council at the Ordinary Meeting of the Council and where necessary due to response deadlines to the General Purposes Committee.

### **5: Responsibilities and Areas of Operation of the Planning Panel**

#### **5.1.**

To consider planning applications in respect of properties and developments in the parish and to:

##### **5.1.1.**

Recommend whether to support or object on the Parish Council's behalf.

##### **5.1.2.**

Submit comments and recommendations on the Parish Council's behalf to Basingstoke and Deane Borough Council as required.

**5.2.**

To study relevant plans, visit relevant sites and consider any comments from members of the public before recommending whether to submit comments or recommendations of support or objection.

**5.3.**

To ensure that all planning applications comply with the Neighbourhood Plan.

**5.4.**

To consider consultations and correspondence regarding planning issues or issues, including the infrastructure of the village, which may have an impact on planning at local, regional, or national level, and to respond on the Parish Council's behalf as appropriate.

**5.5.**

To take note of decision notices in respect of planning applications received from Basingstoke and Deane Borough Council.

**5.6.**

To take note of any new legislation or regulations, changes in policy or other developments affecting the planning process, and any briefings received, and to participate in any relevant training. This includes any requirements as they relate to the Neighbourhood Plan and advise the full council on any action required to revise or renew the Neighbourhood Plan.

**5.7.**

To liaise with Basingstoke and Deane Borough Council and Hampshire County Council, and any other groups or organisations regarding planning issues and other issues, including the infrastructure of the village and environmental improvement schemes, which might have an impact on planning.

**5.8.**

In view of the need for speedy resolution to many planning issues communication between members of the Panel, Councillors and other interested parties may be by email.

***Policy Adoption History***

Ordinary Meeting of the Parish Council on 27<sup>th</sup> July 2020

Reviewed and adopted with no changes by OM 26<sup>th</sup> July 2021

Reviewed April 23 OM Adopted at the Annual Meeting of the Council on 22<sup>nd</sup> May 2023