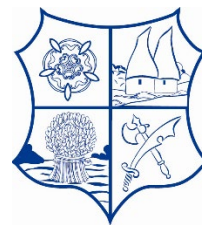


ALTON TOWN COUNCIL PLANNING COMMITTEE TERMS OF REFERENCE



Purpose of the Planning Committee

The committee is appointed to review and conclude planning matters on behalf of the council, where they cannot be done under the Scheme of Delegation.

These regulations are supplementary to, and do not override, the council's standing orders and/or financial regulations.

Terms of Reference

1. Membership

- a. The committee shall comprise of all council members who have completed their planning training.
- b. Committee meetings shall be subject to a quorum of 7 members.
- c. Members will be appointed at the annual meeting of the council or, in the case of the resignation of a member(s), at an ordinary council meeting.

2. Chairman

The council will elect a chairman at the annual meeting of the council.

3. Conduct of Meetings

- a. The committee should carry out all matters in accordance with the council's standing orders and any other related policies.
- b. All meetings of the committee will be minuted by the clerk, relevant committee clerk, or other appropriate staff member.
- c. All minutes of committee meetings will be provided to the full council.
- d. The committee will meet as and when required.
- e. Members of the press and public will be allowed to attend meetings and make representations in relation to advertised business items of the agenda in accordance with standing orders.
- f. The clerk is delegated powers to make a response to the planning authority in accordance with the decision resolved by the committee.

4. Delegated powers of the committee

- a. To have fully delegated powers under Section 101 of the Local Government Act 1972.
- b. The committee shall have delegated powers to consider all planning applications pertaining to the parish and to provide a response to East Hampshire District Council, South Downs National Park or Hampshire County Council as appropriate.
- c. Where the deadline for a response to a planning application falls outside of the dates for the next scheduled meeting, the clerk will request an extension to the deadline for a response.
- d. Any applications that cannot be considered due to their closing dates, or because an extension request has been declined, should be considered at the next full council meeting or at an extraordinary planning committee meeting.

- e. Councillors may carry out a site visit relating to an application. Their findings should be presented to the remainder of the committee for consideration.
- f. The committee can elect a member to attend any meeting of the planning authority to represent the council's view of an application.
- g. The committee may seek advice from a local tree warden in relation to any tree applications.
- h. The committee shall have delegated powers to deal with other planning related matters, such as responding to consultations, on behalf of the council.
- i. The chairman of the planning committee is delegated the authority to communicate with the local planning authority over any planning matter under consideration by the Council.
- j. All correspondence shall be conducted through the clerk.

Reviewed: May 2026

Approved: 6 May 2026

Next review: May 2028