

Harwell Parish Council
Planning Committee Terms of Reference
APPROVED 8.10.2019

1. The purpose of the Committee is
 - a) to consider planning applications received by the council in accordance with paragraph 15 xiv and xv of the Standing Orders and agree on the response which the Clerk shall make on behalf of the Parish Council. If the consultation timetable permits, comments on major planning applications should be referred back to the full PC for approval before submission by the clerk.
 - b) to review and make recommendations to the full PC on Planning Policy matters, and all consultations (by County, District and other) related to planning.
2. The Planning Committee is a Standing Committee established under Section 4 of the Harwell Parish Council 2014 Standing Orders. All councillors are members unless otherwise decreed at the Annual Parish Council Meeting (see point 3 below).
3. At the Annual Meeting of the Parish Council at least four councillors will be appointed to the committee. The Committee may invite non-Council members to attend all or part of a meeting, but they shall not be entitled to vote.
4. The Chairman of the Parish Council shall be an ex-officio member of the committee with full voting rights.
5. Members of the Committee shall agree on a Chairman at the first meeting following the Annual Parish Council Meeting, or if the posts fall vacant. If no agreement is reached, the Chairman of the Parish Council shall act as Chairman of the Committee. If the Chairman is absent, the Vice-Chairman of the Parish Council will chair the meeting.
6. To enable a meeting to proceed and recommendations to be agreed at least three Councillors must be present.
7. The Committee shall normally meet on the third Thursday of the month at 7.30 pm in the village hall committee room. The Chairman can call additional meetings of the Committee. At least three working days' notice shall be given of any meeting.
8. Meetings will be conducted under the full Harwell Parish Council 2014 Standing Orders, and members of the public will be welcome to present their views on specific planning applications.
9. The committee may nominate individual councillors to review specific aspects of a planning application, for example, highways and traffic, drainage, visual impact, design quality, sustainability.
10. The Proper Officer of the Council (the Clerk), shall provide administrative support for the Committee.
11. The Clerk will prepare the agenda for each meeting, which shall normally include a list of planning applications to be reviewed. If the Clerk is not present at a meeting, a Councillor will note the response agreed by the committee and the Chairman will send those responses to the Clerk.
12. The Clerk is responsible for submitting the response on behalf of the Parish Council before the due date. If appropriate the Clerk may request an extension from the planning officer to meet the meeting timetable. If the clerk is unavailable the Chair of the Committee, or the Chair of the full Council may submit the agreed response.

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13. If the committee recommends that an application be rejected the Chair of the Committee, or the Chair of the full Council or a member of the committee should be nominated to speak at the appropriate Local Authority Planning Committee Meeting.
14. Where an application is subject to an appeal the Chair of the Committee, or the Chair of the full Council or a member of the committee should be nominated to attend the hearing or inquiry.
15. Planning applications may also be reviewed by the full Council when responses are needed before the next meeting of this committee.