



## HASLEMERE TOWN COUNCIL

### **Planning & Highways Committee Terms of Reference**

#### **Constitution**

1. The Planning & Highways Committee is constituted as a Standing Committee of Haslemere Town Council under Sections 101 and 102 of the Local Government Act 1972.
2. The Planning & Highways Committee consists of no less than 12 councillors.
3. The Planning & Highways Committee meets every four weeks and the calendar of meetings shall be confirmed at the first meeting after the Annual Meeting of the Haslemere Town Council.
4. The Committee Chairman and Vice-Chairman to be elected annually by the Committee before proceeding to any other business at the first meeting of the Planning & Highways Committee.
5. The Chairman shall have a second or casting vote in the case of an equality of votes [Standing Order 97].
6. The Mayor and Deputy Mayor of the council are ex officio members and entitled to vote.
7. A quorum of the committee is a third of all members.

#### **Areas of Responsibility**

The Planning Committee has the delegated authority from Haslemere Town Council:

1. To make representations to the Local Planning Authority on applications for planning permission which have been notified to the Council.
2. To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations
3. To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure.
4. To deal with any other planning related matters that a meeting of the full Council considers appropriate to be referred to the Planning & Highways Committee for further discussion.
5. The Planning & Highways Committee shall have full delegated powers to comment on and pass to Waverley Borough Council and, as appropriate, Surrey County Council, the Council's views on all planning applications/highway issues, received by the Council as well as other

planning/highway matters which may have an impact on Haslemere Town area. [Standing Orders clauses 99 a & d.]

6. The Planning & Highways Committee shall have powers to consider and make recommendations to Council on all planning and highway matters referred to it and, in the case of matters requiring decision before the next meeting of the Council, shall act with full delegated powers. [Standing Orders clause 99 a & d]

## **Meetings**

1. The Chairman of the Planning Committee may call additional Planning Committee meetings as and when necessary to ensure that all Planning Applications received can be discussed and replied to within the timescale for consultation set by Waverley Borough Council, the planning authority.
2. The Planning Committee has an obligation to ensure that all comments received, prior to or at the meeting, from all relevant parties, applicants and objectors, for planning applications (not including enforcement notices) are considered at the meeting.
3. A record of all planning applications, the responses and eventual results shall be noted in the minutes of meetings which are passed to full Council for approval.
4. The Planning Committee must fairly determine all applications and has an obligation to ensure that relevant parties [both supporters and objectors] are given an adequate hearing and will have the opportunity to speak at meetings in accordance with the Standing Orders of the Council.
5. All correspondence shall be conducted through the Clerk of the committee wherever possible.
6. Minutes of all meetings are to be kept by the Clerk and forwarded by e-mail to the Committee Chairman/Vice Chairman for approval before being published on the website and a hyperlink to the minutes forwarded to all members of the Council.
7. The process of Planning and Highways Committee meetings for reviewing planning applications is as follows:
  - a. The Committee Chair and clerk review all applications received and provide an initial comment on the listing as to whether in their view, an application does not require comment, should be referred to an arboricultural or conservation officer, is for information only or should be discussed by the Committee. This document is then sent out with the agenda papers. The list of planning applications clearly states that the initial comments are those of the Chair and Clerk of the Committee.
  - b. At the meeting, the Chair clearly states that the initial comments are just that and if any committee member wishes to discuss any application at all, then they just need to bring this to the attention of the Chair.
  - c. Members of the public who wish to make representation may speak for four [4] minutes. Only one representative for each view [for or against] may speak on an application. Having spoken, they may not speak again unless the Chair asks a question for clarification.

- d. Planning decisions can only be based on planning and not emotive grounds.

### **Responses**

1. The Clerk will communicate to the Local Planning Authority the Committee's decision in respect of applications considered and will ensure that these letters arrive within the timescale for each application.
2. Where an application is subject to an appeal, the Committee is authorized to make written representation or to elect a member of the Committee to attend the hearing.
3. Wherever possible, for contentious applications, a member of the Planning & Highways Committee [excluding twin-hatters who already sit on the Waverley Southern Area Planning Committee] be nominated to attend Waverley Borough Council Planning meetings.

### **Review**

These terms of reference are to be reviewed every four years by the Planning & Highways Committee and any amendments to be approved by full Council.