

**CHURCH CROOKHAM PARISH COUNCIL
TERMS OF REFERENCE
PLANNING COMMITTEE**

1. The quorum for the planning committee will be three.
Chair or Vice-Chair of the Planning Committee may nominate a non-member of the committee to attend a Planning Committee meeting in the absence of one of its members
2. To consider and respond to all applications for planning permission and planning appeals referred to Parish Council by Local Planning Authorities;
3. To consider all matters relating to Listed Building Consents, Buildings of Special Architectural Interest, Historic Buildings, Monuments and the Conservation Area;
4. To identify, comment upon, and refer to the relevant authorities any matters considered to be in breach of planning permission;
5. To consider and comment on all planning matters relating to the Parish of Church Crookham and advise the Parish Council as necessary;
6. To comment upon and monitor Tree Applications, Tree Preservation Orders and to seek approval for further TPOs if deemed necessary;
7. To respond to relevant consultation documents relating to planning and associated matters;
8. To review the Neighbourhood Plan if it exists, and the Planning Framework periodically and at least every five years.
9. The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.
10. To commit to engage with residents and developers for pre-application consultation as far as is reasonably practical.
11. To actively promote the needs of the Parish for s106 contributions.
12. To ensure that the committee maintains sufficient expertise to carry out its duties.
13. In the case of responses to planning applications, the Committee may exceptionally, if necessary for timing reasons, agree its response by email, subject to the normal quorum. Agreed responses will be affirmed at the next available Planning Committee and thus minuted.
14. This process will be administered by the Deputy Clerk and in her absence the Clerk.