



LISS PARISH COUNCIL

Planning Committee Membership and Terms of Reference

Membership

The Committee is a standing committee and its Membership will be appointed at the Statutory Annual Meeting of the Council in May each year.

The Chairman and Vice Chairman of the Council will automatically be ex-officio members. Council may co-opt such other members that are not members of the Council to sit in an advisory capacity as required.

All members will undertake appropriate training courses organised by SDNP, EHDC or HALC.

Quorum for Meetings

A quorum of the Committee will be one half of its voting members. In the event of an uneven number of appointed voting members, a quorum of the Committee shall be one half of the voting members rounded down.

Chairmanship of the Committee

At the first meeting of the Committee following the Annual Statutory Meeting the first item of business will be to elect a Chairman and the Committee may elect a Vice-Chairman if necessary.

Co-opted members are not eligible to act as Chairman of the Committee.

Voting in Meetings

Each member will have one vote; the Chairman of the Committee will have a second and casting vote in the event of an equality of votes.

Co-opted members will have no voting rights.

Voting will normally be on a show of hands. At the request of a Councillor Member the voting shall be recorded so as to show whether each Councillor present and entitled to vote gave their vote for or against that question or abstained from the vote.

Rules of Debate

The rules of debate as set out in the Council's Standing Orders will apply to the Committee.

Duties of the Committee

Responsibilities will include:

- The timely consideration of all planning applications received by the Council & the submission of consultation comments to the Planning Authority.
- The consideration & response to any planning related consultation received by the Council.
- The appointment, if required, of a Council representative to attend & speak for the Council, at any public hearing arising from appeals to the Planning Inspectorate or at any other hearing at the committee of a decision making Authority.
- The convening of any site meeting that may be required to address planning issues
- Dealing with any other planning related issue that affects Liss & surrounding areas.

Frequency of Meetings

The Committee will meet a minimum of once every four weeks. Other Meetings shall be called by the Chairman of the Committee as necessary.

These Terms of Reference were approved by Council on 15th July 2019.