



## **LISS PARISH COUNCIL**

### **Planning Committee Terms of Reference and Membership**

#### **Membership**

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

The Chair and Vice Chair of the LPC will automatically be ex-officio members. LPC may co-opt such other members that are not members of the LPC 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 or one fewer than half of its voting members in the event of an uneven number of appointed voting members.

#### **Chairship 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 Chair and the Committee may elect a Vice-Chair if necessary.

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

#### **Voting in Meetings**

Each member will have one vote; the Chair 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.

#### **Frequency of Meetings**

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

#### **Rules of Debate**

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

## **Duties of the Committee**

Responsibilities will include:

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

## **Charity Trustee**

LPC is the sole trustee for the following charities:

1. Liss Recreation Ground (working name: West Liss Recreation Ground) - charity number: 301871
2. Village Hall - charity number: 301872
3. Parish Allotments - charity number: 237190

Any decisions made as trustee on behalf of a charity shall be made:

1. in accordance with the charities' governing documents and the Charities Act, 2011;
2. for the sole benefit of that charity, rather than for the benefit of LPC as a whole.

To avoid conflict-of-interest, agenda items that relate to a charity that LPC is trustee of shall be noted separately and the Chair shall remind committee members of their responsibilities as charity trustees.

***Adopted by Liss Parish Council on 15<sup>th</sup> May 2023.***

***To be reviewed annually.***