



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.

Approved by Liss Parish Council on 18th May 2026.

To be reviewed annually.