



**Old Basing & Lychpit Parish Council**  
The Pavilion  
The Recreation Ground  
The Street  
Old Basing  
RG24 7DA

## **PLANNING & DEVELOPMENT COMMITTEE**

### **TERMS OF REFERENCE**

The Planning & Development Committee is constituted by Old Basing & Lychpit Parish Council to consider and if appropriate, communicate to the appropriate authorities on matters of housing developments, proposed changes to existing houses, proposed general developments, traffic and transport issues which may affect the Parish.

#### **Membership**

- Any Parish Councillor may request to join the Planning & Development Committee.
- The Committee shall elect a Chair and Vice Chair annually at the first meeting following the Annual Parish Council meeting held in May.
- In accordance with Old Basing & Lychpit Parish Councils Standing Order 4.d.viii, a meeting will not be considered quorate if fewer than three Parish Councillors are in attendance.

#### **Meetings**

- Committee meetings will generally be held monthly, and at other times if deemed necessary by the Chair of the Committee.
- The draft minutes of each Committee meeting will be published on the Council's website and considered for approval at the next meeting of the Committee.

#### **Scope**

- The Committee may nominate individual Councillors to attend meetings or site visits with the Local Planning Authority or Planning Inspectorate to speak on its behalf where necessary.
- The Committee is authorised by the full Council to obtain external legal and other professional advice and to secure attendance of anyone it considers has the relevant experience, expertise, or knowledge with the agreement of the Chair of the Parish Council and the Chair of the Committee.
- In accordance with the Parish Council's Scheme of Delegation, the Committee may delegate certain decisions arising to the Deputy Clerk (as the Clerk responsible for Planning matters) in consultation with the Chair and Vice Chair. Such decisions would be made only on:
  - Minor planning applications which have no or minimal impact on other residents, the street scene, or Neighbourhood Plan/Village Design Statement Policies and for which no objections have been received from neighbouring residents.
  - Tree applications.
- Suggested decisions shall be circulated to the whole Committee by email before submission to the appropriate Authority and, if contentious, decisions may be referred to the next Committee meeting for further discussion and a full Committee decision.
- Any delegated decisions which are submitted will be reported to, and recorded in the minutes of, the next Planning & Development Committee meeting.
- The Planning & Development Committee reserves the rights to refer any decision back to full Council for discussion as and when they deem necessary.

These Terms of Reference for the Planning & Development Committee shall be reviewed annually at the first Committee meeting following the Annual Parish Council meeting.

**Adopted: May 2024**  
**Review By: May 2025**