

BROCKENHURST PARISH COUNCIL

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	PLANNING COMMITTEE TERMS OF REFERENCE
Members	<p>The Planning Committee is constituted as a committee of Brockenhurst Parish Council. The Committee composition shall be a minimum of five Councillors with three voting members of the Planning Committee constituting a quorum.</p> <p>The Chairman of the planning committee is elected annually by the committee at the first meeting after the Annual Council meeting of Brockenhurst Parish Council.</p> <p>The Chairman and Vice Chairman of the Full Council are ex officio members of the Committee and entitled to vote.</p>
Purpose of the committee	<p>To consider and submit recommendations on behalf of Brockenhurst Parish Council to the NFNPA, as required, on planning applications relating to land and buildings within the boundary of Brockenhurst Parish Council. The Parish Council is a consultee of the New Forest National Park Authority.</p> <p>To consider any other matters relating to Planning.</p>
Terms of Reference	<p>The planning committee public meeting is usually held on the fourth Tuesday of each month.</p> <p>Additional Planning Committee meetings can be called as and when necessary to ensure that all planning applications received can be discussed and replied to within the timescale.</p> <p>The Committee has delegated powers to consider and make recommendations on behalf of the Parish Council on all planning applications for Brockenhurst Parish Council and submit comments on those applications to the New Forest National Park Authority including Lawful Development Certificates, General Permitted Development Certificates and Change of Use Classes. To respond to any other related planning authority, as requested. To review Planning Inspectorate Appeals and, where appropriate, to respond on behalf of the Parish Council.</p> <p>To monitor the NFNPA Planning Enforcement List and to identify and report on any potential cases that the NFNPA Enforcement department should be made aware of.</p> <p>NFNPA tree work applications will also be overseen by the committee and a response sent if necessary. Including trees protected by Tree Preservation Orders</p>

	<p>The clerk or RFO & assistant clerk will submit the parish council's recommendations and comments to the relevant planning officers at NFNPA within the consultation period.</p>
	<p>Comments will fall within the five categories: -</p> <ol style="list-style-type: none"> 1. We recommend PERMISSION, for the reasons listed below, but would accept the decision reached by the NFNPA Authority's Officers under their delegated powers. 2. We recommend REFUSAL, for the reasons listed below, but would accept the decision reached by the NFNPA Authority's Officers under their delegated powers. 3. We recommend PERMISSION, for the reasons listed below. 4. We recommend REFUSAL, for the reasons listed below. 5. We are happy to accept the decision reached by the NFNPA Authority's Officers under their delegated powers. <p>The planning committee will also consider any further requests from planning officers and wherever possible attend the NFNPA planning committee meeting if a parish application is due to be decided on. The Committee is authorised to make written representation or to elect a member of the Committee to attend any hearing.</p> <p>Site visits may also be required with prior approval of the chairman with a minimum of two members of the planning committee in attendance.</p>
<p>Delegated Powers to the clerk or the RFO/assistant clerk</p>	<p>If a decision is required before the next planning committee meeting the following process of delegated powers applies. The planning applications shall be received by the clerk or the RFO & Assistant Clerk who will provide details to the planning committee. Where no queries arise by joint decision of councillors of the planning committee, the clerk or the RFO & Assistant Clerk shall be delegated to inform the Planning Department within the time allocated of the decision of the Council. Where queries arise the Chairman may call for a site meeting which may require an Extraordinary Meeting to decide upon the application.</p>

Adopted by Full Council on 19 November 2024

To be reviewed: November 2025 or sooner if required