



# HELMDON PARISH COUNCIL

## PLANNING COMMITTEE

### TERMS OF REFERENCE



The Planning Committee is appointed by and is solely responsible to Helmdon Parish Council.

The committee duties are defined and agreed by the Main Council who may vote, at any time, to modify the committee's powers. The committee will schedule meetings as necessary to meet the deadline for submission of comments set by the Planning Authority. In the event that the committee is not able to comply with the date specified, the committee clerk will contact the Planning Authority stating the reason for inability to comply and use best endeavours to obtain an extension to ensure that the Planning Committee comments will be properly considered in the determination of the application.

#### MEMBERSHIP

All members of the committee shall be members of the Parish Council. The committee shall consist of no fewer than four parish councillors. A quorum at meetings of the committee will consist of no fewer than three parish councillors.

The members of the Planning Committee will be determined annually at the Annual Parish Council Meeting or at any other subsequent meeting if necessary. At the first meeting of the committee it shall elect a chair and can also elect a vice chair if it so wishes.

New members of the committee shall undergo Planning training within 6 months of joining the committee

#### MEETINGS

All meetings will be held in a public place with members of the public and press invited to attend. A calling notice for the meeting will be posted on the village notice boards and [www.helmdonparishcouncil.gov.uk](http://www.helmdonparishcouncil.gov.uk) a minimum of three full days before the meeting, not including the day of the meeting, weekends and public holidays.

All meetings will include an Open Forum - issues raised by the Public during this are limited to those items listed on the agenda of the meeting. Individual contributions will normally be limited to three minutes. Any longer presentation or requests to speak at any other time during the meeting will be at the sole discretion of the Chair.

#### RECORD OF PROCEEDINGS

Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors. The minutes will be published at [www.helmdonparishcouncil.gov.uk](http://www.helmdonparishcouncil.gov.uk) and will also be available by request from the Parish Clerk. The Parish Clerk will be responsible for arranging the recording and distribution of the minutes.



# HELMDON PARISH COUNCIL

## PLANNING COMMITTEE

### TERMS OF REFERENCE



## RESPONSIBILITIES

The committee has full designated powers to make a Council decision regarding representations to the appropriate authorities relating to all planning applications in the parish, **unless the application is for 2 or more dwellings on the same site, then it must go to full council.**

The planning committee will have the following specific duties:

- a. To consider and respond to all planning applications referred to Helmdon Parish Council by the Planning Authority, including calling in applications to elected members where appropriate.
- b. All other planning matters concerning Helmdon parish, including liaison with potential developers or any agency proposing changes to the built environment.
- c. All matters concerning highways and other means of access in and adjacent to Helmdon parish or likely to have any impact on Helmdon parish.
- d. Helmdon parish environmental matters.

As per the Parish Council Biodiversity Policy when commenting on planning applications the committee should support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.

Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on

Date: 27<sup>th</sup> May 2026

Next Review: May 2027