

(Appendix to NPC standing orders)

## Netheravon Parish Council

### **RULES OF GUIDANCE FOR THE PLANNING COMMITTEE**

These rules are supplemental to, and do not in any way override, the Parish Council's standing orders &/or financial regulations.

- 1) Membership of the Planning Committee
  - a) Membership of the committee will be as decided at the Annual General Meeting of NPC each year, subject to the proviso that the chairman and vice-chairman of Netheravon Parish Council shall, in any event, be ex officio members.
  - b) The committee shall be subject to a quorum of 3 of its members.
  - c) The committee shall consist of 5 members, to include the Chair and Vice Chair of NPC (Please contact Clerk for current list of members).
- 2) Chairman
  - a) The chairman of the committee will be elected by the council at its Annual General Meeting.
  - b) The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.
- 3) Conduct of Meetings
  - a) Any meetings of the Planning Committee will be convened in accordance with the Parish Council's standing orders.
  - b) Meetings will be minuted by the Clerk to the Council, or a member of the committee.
- 4) Powers of the Planning Committee

The Planning committee shall be empowered to:

  - a) Authorise expenditure provided such expenditure is:
    - i) Consistent with the responsibilities and areas of operation of the Planning committee; And
    - ii) Within the budget set for Planning or Conservation Area as part of the Council's overall budget or within any additional budget for Planning or Conservation Area authorised by Full Council during the course of the financial year.
  - b) To act on behalf of the Parish Council in respect of any planning issues and, in particular, to:
    - Support or Not Support planning applications on the Parish Council's behalf as appropriate.
    - Submit comments and recommendations regarding planning applications to Wiltshire County Council on the Parish Council's behalf.
  - c) To respond on the Parish Council's behalf to consultations regarding planning issues or issues, including the infrastructure of the village, which may have an impact on planning.

### **RESPONSIBILITIES AND AREAS OF OPERATION OF THE PLANNING COMMITTEE**

- a) To consider planning applications in respect of properties and developments in Netheravon and to:

- b) To study relevant plans, visit relevant sites and consider any comments from members of the public before deciding whether to submit comments or recommendations of support or objection.
- c) To ensure that any objections or recommendations are based solely on planning criteria.
- d) To consider consultations and correspondence regarding planning issues or issues, including the infrastructure of the village, which may have an impact on planning at local, regional or national level, and to respond on the Parish Council's behalf as appropriate.
- e) Decide whether to support or not support on the Parish Council's behalf.
- f) Submit comments and recommendations on the Parish Council's behalf to the County Council as required.
- g) To take note of decision notices in respect of planning applications received from the County Council.
- h) To take note of any new legislation or regulations, changes in policy or other developments affecting the planning process, and any briefings received, and to participate in any relevant training.
- i) To liaise with the County Council, and any other groups, sub groups or organisations regarding planning issues and other issues, including the infrastructure of the village and environmental improvement schemes, which might have an impact on planning.

### **NETHERAVON PARISH COUNCIL PROCESS OF PLANNING COMMITTEE MEETINGS**

Planning Committee follows these processes:

1. When an application is received, the planning committee papers are emailed to committee members by the Clerk of the Council for notification, research and possible site visits.
2. The Chairman of the Planning Committee decides, with the Clerk to the Council, if a formal meeting is required to discuss the application.  
No Formal Meeting Required
3. If no formal meeting is held, members of the planning committee email their response to the application to the Clerk of the Council and to the Chairman of the Planning Committee. The chairman reviews these responses and instructs the Clerk of the Council to respond to Wiltshire County Council in the way expressed by the majority on the committee.
4. Normal planning applications must be responded to within 23 days, although, this can vary, depending on the application.  
Formal Meeting Required
5. If there is likely to be sufficient public interest to hold a public meeting the Chairman together with the Clerk of the Council takes that decision. If so, a minimum of 7 days' notice will be given, and the meeting will be held in the Phoenix Hall Netheravon, usually in the evening to allow working people to attend.
6. Any supplementary Information is made available on the evening of any public planning meeting - containing information received after publication of the planning committee agenda papers.
7. The meeting must be quorate, i.e. a minimum of 3 planning committee members to include the Chairman of the Planning Committee.
8. The Chairman of the Planning Committee can have his/her own vote, as well as a normal casting vote in the event of an equality of votes.

9. If the chairman of the committee has to be absent due to a declaration of interest or illness for instance, the chair will be taken by one of the members of the planning committee. The Parish Council Chairman can step in and facilitate the meeting.
10. The Planning Committee Chairman will open the public meeting and make introductions.
11. Meetings may be recorded in accordance with the council's guide for audio recording of meetings or minutes taken by writing and processed accordingly, normally by the Clerk.
12. The chairman introduces the application under question to the public.
13. Any member of the public will be heard. The chairman will offer an open public forum for which they can speak on the planning applications on the agenda to a total of 30 minutes. This is the only occasion that the public can speak or discuss items on the agenda.
14. Planning Committee members can ask questions of speaker.
15. Once public speaking is complete, the public cannot take part in further debate of the plan.
16. Parish councillors may speak for 5 minutes on behalf of local residents. Planning committee members then debate the matter.
17. If necessary, the committee will be given time at the meeting to consider any supplementary information.
18. The planning officer, or others in attendance (e.g. solicitor / architect) will provide clarification and advise if asked by a planning committee member.
19. The committee take a vote by a show of hands to decide - the vote is normally recorded.
20. Once the decision is recorded the chairman closes the meeting, and the decision is communicated by the Clerk to the Council to Wiltshire Council in the usual way.

The responses from the planning committee of each planning application on the agenda are emailed to Wiltshire Council Planning or uploaded on to the County Council online portal as soon as possible by the Clerk.

### Guide Notes

Personal Interests as advised by NALC: Just knowing a planning applicant is not by itself a reason to declare an interest, which would have to be declared by individual councillors not the council as a body corporate. If, however a councillor was a business associate, or neighbour that might mean they should declare a pecuniary interest – if they were a very close friend then a personal interest might be appropriate. But in small communities its inevitable people know one another and would not in itself be a barrier to considering the planning application.

Due for Review no later than June 2028.