

MEMBERSHIP OF THE PLANNING COMMITTEE

1. Membership

- a. The committee is 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.
- a. The committee shall be subject to a quorum of 3 of its members.
- b. 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. Ordinary meetings of the NPC Planning Committee will take place during the usual Netheravon Parish Council Meetings, the public can attend these meetings and comment on application(s) in the public question time section of the NPC meeting.
- b. Should the application be of sufficient public interest an Extraordinary planning meeting may be called by the Parish Clerk on the advice of the chair of the planning committee. 7 days' notice of this meeting will be provided via Social media and the NPC website.
- c. Any meetings of the Planning Committee will be convened in accordance with the Parish Council's standing orders.
- d. The planning committee will submit comments and recommendations regarding planning applications to the Parish Clerk, who will collate comments and submit them to Wiltshire County Council on the Parish Council's behalf.
- e. Meetings will be minuted by the Clerk to the Council, or a member of the committee.

RESPONSIBILITIES AND AREAS OF OPERATION OF THE PLANNING COMMITTEE

1. To consider planning applications in respect of properties and developments in Netheravon.
2. 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.
3. To consider consultations and correspondence regarding planning issues or other issues, including the infrastructure of the village, which may have an impact on planning at local, regional or national level, and to respond, via the Parish Clerk, on the Parish Council's behalf as appropriate.
4. To take note of decision notices in respect of planning applications received from the County Council.

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5. 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.
6. Decide whether to support or not support on the Parish Council's behalf.
7. To ensure that any objections or recommendations are based solely on planning criteria.
8. Submit comments and recommendations on the Parish Council's behalf, via the Parish Clerk, to the County Council as required.

NETHERAVON PARISH COUNCIL PROCESS OF PLANNING COMMITTEE MEETINGS

1. When an application is received, the planning application is 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 an Ordinary or an Extraordinary meeting is required to discuss the application.
3. Ordinary Meetings usually take place within NPC meetings.

Ordinary Meeting Required

- A. The application is emailed to all members of the planning committee and is discussed at the NPC meeting following receipt of the application. (Neighbours of the applicant will have had notification of the application from Wiltshire Council. Other residents will be informed of the application(s) via social media and the NPC web site.) The NPC website makes it plain that any parishioner may attend any NPC meeting.
- B. The Parish Clerk responds to Wiltshire County Council in the way expressed by the committee.
- C. Usually planning applications must be responded to within 21 days of receipt, although, this can vary, depending on the application.
- D. If a response is required by Wiltshire Council prior to the next scheduled NPC meeting the chair of the planning committee will use delegated powers, with the Parish Clerk, to decide if it is necessary to call a meeting of the Planning Committee, which the public may attend, to discuss the application.
- E. If no meeting is deemed necessary, the chair of the planning committee will ask for responses via email from the committee. Together with the clerk the chair will coordinate the NPC response to the application and the clerk will submit it in time to Wiltshire Council. The application decision will be in the committee's report at the following NPC meeting.
- F. If a meeting is deemed necessary an Extraordinary Meeting will be called.
- G. An Extraordinary Meeting may also be called if a potentially contentious or large development has been submitted even if it could be dealt with at the next NPC meeting.

Extraordinary Meeting Required

- I. An Extraordinary Planning Meeting will be called 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

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be held in the Phoenix Hall Netheravon, usually in the evening to allow working people to attend.

- II. Notice will be given via social media, the NPC web site and a notice in the NPC notice board by the vicarage.
- III. Any supplementary Information is made available on the evening of the public planning meeting - including information received after publication of the planning committee agenda papers.
- IV. The meeting must be quorate, i.e. a minimum of 3 planning committee members to include the Chairman of the Planning Committee.
- V. 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.
- VI. Meetings will be minuted, taken by writing and processed accordingly, normally by the Clerk.
- VII. The chairman introduces to the public, the committee present and the application under question.
- VIII. Any member of the public will be heard. The chairman will offer an open public forum for which they can speak on the planning application(s) 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.
- IX. Planning Committee members can ask questions of any speaker.
- X. Once public speaking is complete, the public cannot take part in further debate of the application.
- XI. Parish councillors may speak for 5 minutes on behalf of local residents. Planning committee members then debate the matter.
- XII. If necessary, the committee will be given time at the meeting to consider any supplementary information.
- XIII. The planning officer, or others in attendance (e.g. solicitor / architect) will provide clarification and advice if asked by a planning committee member.
- XIV. The committee take a vote by a show of hands to decide - the vote is recorded.
- XV. 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.

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.