



Oliver's Battery Parish Council

Terms of Reference and delegated powers	Planning Committee
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Summary of Revisions Made	Version	Date
Draft Terms of reference Planning Committee	1.00	3 September 2025
Presented for adoption	1.00	16 September 2025
Adopted by Parish Council		
Annual review by the Planning Committee		

Purpose

The Planning Committee is constituted to manage matters in relation to representations on planning application matters.

Membership

The Committee is constituted as a Standing Committee of Oliver's Battery Parish Council (OBPC).

Membership will be confirmed at the Parish Council Meeting that confirms the creation of the Committee and annually thereafter at the Annual Parish Council Meeting in May.

The Committee shall comprise a minimum of three Councillors as voting members. The Chair of the Parish Council will be an ex-officio member of the Committee. Other Councillors may be seconded to the Committee as required.

Quorum

Three members.

Chair

The Chair to be elected annually by the Committee.

The Chair shall have the casting vote in the case of an equality of votes and may exercise their casting vote whether or not they gave an original vote.

Meetings

Meeting will normally take place every month as agreed by the Committee members. The Chair shall determine the place and notice requirements. The public may not participate at a Committee meeting.

Delegated authority to the Committee

The Committee shall, under delegated powers, consider all planning applications pertaining to Oliver's Battery and to respond to the Planning Authority.



The Village Design Statement shall be referred to as appropriate on any comments made on the applications.

The Committee may make general enquiries about applications to assist with fair determination of applications.

Where an application is subject to an appeal, the Committee is authorised to make written representation.

Where an application is referred to the Planning Authority Planning Committee, and the Parish Council has commented on the application, the Chair will attend the hearing or nominate another Councillor to attend if that is not possible.

The Committee has power to comment on any development outside the Parish settlement boundary which may have an impact on Oliver's Battery.

The Committee has power to make representation to the higher tier authorities on behalf of the Parish Council to secure Section 106 funding and / or Community Infrastructure Levy investment where possible.

The Committee has power to take the necessary action to refer planning enforcement matters to the relevant authority and to pursue such matters until a resolution has been reached.

The Committee will lead any review of the Parish Council Village Design Statement, the final document to be approved by Full Council prior to submission for adoption when appropriate.

The Committee will consider and formulate a response if appropriate on highway and transportation consultations and information documents from relevant authorities and organisations.

The Committee shall submit a report of all meetings to the next Parish Council Meeting, including decisions and actions.

Delegated powers to the Clerk

In the event of the Planning Authority being unable to permit an extension to the expiry date for comments on an application to allow it to be considered by the Committee or Parish Council, the Parish Clerk shall, under delegation powers, make a representation on behalf of the Parish Council after advice from the Parish Council Chair and/or the Committee Chair on its content.

Matters for the Parish Council only

All agendas will be distributed to the Parish Council and any two Parish Councillors may request any planning application be deferred for a meeting of the Parish Council for determination.

Any work in connection with Local Plans.

Any change in the settlement boundary of Oliver's Battery.

Other matters

All Committee members to attend a planning training session within a year of appointment and further training at least every four years.