

Whiteley Parish Council

Planning Committee

Minutes of a meeting of the above Committee held at Meadowside Leisure Centre, Whiteley on Wednesday 18th May 2011 at 7pm.

Parish Council Committee members present: David Jenkins (Chairman), Brenda Hatch (Vice-Chairman), Colin Bielckus, Roland Diffey, Mike Evans.

Parish Councillors Pat Thew and Pat Wright, two members of the public, Parish Clerk Nicki Oliver

1. **To elect a chairman for the ensuing year** David Jenkins elected.
2. **To elect a vice-chairman for the ensuing year** Brenda Hatch elected.
3. **To receive apologies for absence** None.
4. **To receive declarations of interest regarding agenda items** None.
5. **To adjourn meeting to allow participation by members of the public**
Resident Vic Hatch raised a query on the Committee Terms of Reference.
6. **Meeting resumed to consider the following agenda items:**

6.1 Ref No: W00818/81 **Case No:** 11/00687/FUL **Case Officer:** Andrew Rushmer
Applicant: Group Architects Practice LLP **Proposal:** Placement of roof top mechanical plant and safety handrails (retrospective) **Location:** 2 Fusion 3 1200 Parkway Whiteley PO15 7AD **No objections.**

6.2 To review Committee Terms of Reference It was agreed to amend item 8 as follows: All formal correspondence shall be conducted through the Clerk of the Parish Council wherever possible.

6.3 To review members' training needs in accordance with Terms of Reference HALC training opportunities have been circulated to members.

7. **To consider any recent applications** None.
8. **To report on unauthorised development** None.
9. **To identify any unmanaged risks within this committee's remit** None.
10. **To review effectiveness of communication, development of links with other community organisations and support for local democracy through making information more widely available** Continue to monitor.
11. **Recent correspondence / reports from meetings of relevance to this committee** None.

Meeting closed 7.18pm

Planning Committee Terms of Reference recommended to Full Council for adoption 6th June 2011

1. The Planning Committee is constituted as a Standing Committee of Whiteley Parish Council. The Committee composition shall be a minimum of five Councillors as voting members with three members of the Planning Committee constituting a quorum.
2. The Chairman and Vice-Chairman to be elected annually by the Committee.
3. A record of all planning applications, the responses and eventual results shall be noted in the minutes of meetings.
4. The Committee shall have the authority to consider all planning applications pertaining to Whiteley Parish and to recommend on the response to be submitted to Winchester City Council or other authorities as appropriate.
5. Any controversial applications shall be referred to the full Parish Council. A time sensitive response may be made by the Committee Chairman or Clerk following a majority decision by the Committee.
6. Where an on site meeting is arranged all members of the Committee shall be notified, but not all have to be in attendance subject to the approval of the Chairman or Vice-Chairman
7. Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing.
8. All formal correspondence shall be conducted through the Clerk of the Parish Council wherever possible.
9. Minutes of all meetings are to be kept by the Committee and forwarded to the Parish Clerk for circulation at full Parish Council meetings.
10. The Committee is authorised to commit Parish Council funds to a limit of £500 (Five hundred pounds) without formal Parish Council approval provided that this amount has been provided for in the annual precept.
11. The Committee will meet as workload requires.
12. All members to attend a planning training session on appointment and further training at least every four years.

** Please note the Chairman of the full council is an exofficio member of all committees and entitled to vote.*