



BISHOPSTOKE PARISH COUNCIL

PLANNING COMMITTEE

TERMS OF REFERENCE

**These Terms of Reference were adopted
at the Parish Council meeting on**

10th March 2026

D Wheal

Clerk to Bishopstoke Parish Council

**BISHOPSTOKE PARISH COUNCIL
PLANNING COMMITTEE**

TERMS OF REFERENCE

Amendment Sheet

Amendment No.	Date Incorporated	Subject
4.1.1	11 th November 2025	Added facility to amend meeting date / venue

**TERMS OF REFERENCE FOR THE
PLANNING COMMITTEE**

1 Membership

- 1.1 The Committee membership shall comprise up to seven members, initially appointed at the Parish Council AGM in May and amended as appropriate throughout the year.

2 Chair

- 2.1 The Chair and Vice-Chair of the Committee will be elected at the first meeting following the Parish Council AGM in May. If both Chair and Vice-Chair are absent for a meeting, then a Chair for the meeting will be elected at that meeting. Upon resignation of the Chair, the Vice Chair will assume the Chair and a new Vice Chair elected from the remaining members. Upon resignation of the Vice Chair, a new Vice Chair will be elected from the remaining members.

3 Quorum

- 3.1 A quorum will consist of three members of the Committee.

4 Meetings

- 4.1 Meetings of the Committee shall be held twice monthly on the second and fourth Tuesdays at 7:00pm in the evening unless otherwise decided at a previous meeting of either the Planning Committee or the Full Council, or if no applications are tabled for consideration.
- 4.1.1 If a request to change a Committee meeting date and/or venue is submitted by a Councillor or Officer and there is no available Full Council or Committee meeting at which to consider the request, the Chair and Vice Chair of the Council or Committee, in conjunction with the Clerk, may consider the request and, if thought appropriate, approve the request. Any such change would then be communicated to all Committee members as soon as possible
- 4.2 The Clerk or other officer shall produce and circulate an agenda for the meeting, including the relevant policy, procedure or other document being discussed, at least three clear working days in advance of the meeting in accordance with Parish Council Standing Orders.
- 4.3 The Clerk or other duly appointed person shall take minutes of the meeting and take any follow-up action as directed. Draft minutes will be provided to the Chair as soon as possible and then circulated to the Committee members no later than the point at which the next agenda is circulated.

5 Reporting

- 5.1 A report on the resolutions and recommendations of the Committee will be presented at each Full Council meeting. The Chair or other nominated member of the Committee may present an additional report to the Council. The approved minutes of the last Assets Committee meeting will be sent to all Councillors as part of the document pack for the subsequent one.

6 Decisions

- 6.1 The Committee will have no power to make decisions on behalf of the Council except to:
- 6.1.1 Decide the date, time and place of its meetings.
 - 6.1.2 Identify and fill the training needs of the Committee, within the overall training budget specified by the Full Council.
 - 6.1.3 Issue invitations to experts, specialists and others, as necessary, to attend meetings and / or give advice to the Committee.
 - 6.1.4 Decide the Parish Council response to planning applications.
 - 6.1.5 Respond, on behalf of Bishopstoke Parish Council, to any Traffic Regulation Orders proposed within the parish.

7 Budget

- 7.1 The Committee will have the power to commit to any necessary expenditure on behalf of the Council relating to its decision-making powers providing it is within a relevant budget assigned to the Committee by the Parish Council. Any other expenditure the Committee recommends must be either approved by the Clerk (in cases where emergency work is required) or must be agreed by the Council (in cases where either there is no agreed budget for that expenditure, or it exceeds the agreed budget by over 10% or £100, whichever is greater).
- 7.2 Any expenditure the Committee wishes to undertake that is either greater than budgeted or not yet budgeted for must be sent to the Parish Council for approval.

8 Planning Applications

- 8.1 The Clerk shall maintain a record of each planning application received showing the date of receipt, the reference number, the place to which the application relates and a summary of the nature of the application.
- 8.2 The Clerk shall ensure that any objections relating to those applications to be discussed at the meeting are made known to the Committee members before a decision is taken.
- 8.3 The Clerk shall ensure that all Planning Applications on the Agenda and to be considered at that meeting are available for inspection by members at the meeting venue fifteen minutes before the scheduled start of the meeting. This includes applications that arrived after the publication of the agenda, but prior to the meeting.
- 8.4 The Clerk shall notify the decision reached to Eastleigh Borough Council Planning Directorate within the deadline specified unless reasonable circumstances prevent this.
- 8.5 Any comments and/or objections the Committee wishes to make regarding planning briefs / structure plans, whether in draft or final form, or any other reports other than planning applications, are to be ratified by the Parish Council.

9 Other Responsibilities

- 9.1 The Committee will monitor, receive reports on and make recommendations on any development of 10 dwellings or more within the Parish. The Chair, or nominated representative, will endeavour to attend any relevant meetings concerning such developments.
- 9.2 The Committee will monitor, receive reports on and recommend responses to the progress of the Local Plan and any subsequent Strategic Growth Option within the Parish.
- 9.3 The Committee will make recommendations regarding any road names required by development within the Parish.
- 9.4 The Committee will monitor, and consider the impact on Bishopstoke of, major developments in nearby parishes.
- 9.5 The Committee will make recommendations to the Parish Council on any Planning Consultation.