

## **ROMSEY EXTRA AND ROMSEY TOWN AREA JOINT PLANNING COMMITTEE**

### **TERMS OF REFERENCE 2022**

#### **1. Establishment of the Joint Committee**

- 1.1 There shall be constituted under the provisions Sections (101) 5 and Section 102 of the Local Government Act 1972 a joint committee known as the “Romsey Extra and Romsey Town Area Joint Planning Committee” (“Joint Committee”).
- 1.2 The Joint Committee is established by Romsey Extra Parish Council and Romsey Town Council (“Appointing Authorities”).
- 1.3 The area within the Joint Committee can exercise its power is the administrative areas of Romsey Extra Parish and Romsey Town Council. (See attached plan)
- 1.4 These Terms of Reference set out how the Joint Committee will operate and how decisions will be made.

#### **2. Functions Delegated to the Joint Committee**

- 2.1 The Joint Committee has delegated authority of the Appointing Authorities the following functions:
  - (i) To respond on behalf of the Appointing Authorities to all consultations for development under planning legislation.
  - (ii) To respond on behalf of the Appointing Authorities to all consultations for applications relating to the preservation, felling or other works with respect to trees and tree preservation orders.
  - (iii) To respond on behalf of the Appointing Authorities to any appeal against a planning decision by the Local Planning Authority including the preparation of a submission to be made to the Planning Inspectorate.
  - (iv) To nominate a Member to attend the Local Planning Authority Planning Committee if considered necessary to represent the Appointing Authorities on a planning matter.
  - (v) To respond on behalf of the Appointing Authorities to all consultations on planning policy both locally and nationally.

#### **3. Membership of the Joint Committee**

- 3.1 The Joint Committee shall comprise a maximum of twelve Members being three to six Members from Romsey Extra Parish Council and three to six Members from Romsey Town Council to be appointed annually at each authority’s Annual Meeting in May.
- 3.2 Each authority may appoint deputies to act for the appointed Members of the Joint Committee. Where the appointed Member is unable to attend a meeting of the Joint Committee, their deputy may attend and carry out their responsibilities, including voting in their absence.
- 3.3 Members of the Joint Committee are expected to prepare for every Joint Meeting by viewing all planning applications on-line that are on the agenda prior to attending the meeting.

4. Quorum

- 4.1 The quorum of the Joint Committee shall be one third of the number of Members of the Joint Committee or three whichever is the greater and to comprise at least one Member from each Appointing Authority.

5. Chairperson and Vice Chairperson to the Joint Committee

- 5.1 The Joint Committee shall elect a Chairperson and Vice Chairperson at its first meeting. The Chairperson and Vice Chairperson shall not be from the same Appointing Authority and shall be alternating year by year.

6. Clerk to the Joint Committee

- 6.1 The Joint Committee will be supported by the Clerk to the Joint Committee ("Clerk").

- 6.2 The Clerk shall be an officer of one of the Appointing Authorities.

- 6.3 The role of the Clerk will be:

- (i) To prepare and send out the agenda for the meetings of the Joint Committee.
- (ii) To prepare the minutes of the Joint Committee.
- (iii) To take such administrative action as may be necessary to give effect to the decisions of the Joint Committee.

7. Delegation

- 7.1 The Joint Committee delegates to the Clerk consideration of planning application(s) and response on behalf of the Joint Committee when the Local Planning Authority requires a response before the next planned meeting.

8. Convening of Meetings of the Joint Committee

- 8.1 The Joint Committee shall normally take place every 4 weeks on a Thursday evening.

- 8.2 The Clerk will summon meetings of the Joint Committee and publish the public notice of the meeting.

9. Procedure at Meetings of the Joint Committee

- 9.1 The Chairperson , or in their absence the Vice Chairperson shall preside at any meeting of the Joint Committee. If both the Chairperson and the Vice-Chairperson are absent a Member of the Joint Committee as chosen by the Members of the Joint Committee present at the meeting shall preside at the meeting.

- 9.2 Decisions shall be decided by a majority of the votes of the Members present and voting.

- 9.3 The Chairperson shall have a casting vote.

9.4 Where, immediately following the taking of the decision, at least two Members indicate that the decision should be referred back and made by the relevant council for the application; the matter shall stand referred to that authority for a decision.

10. Expenses of the Joint Committee

10.1 The expenses incurred by the Joint Committee shall be shared equally by each Appointing Authority.

11. Amendment of the Terms of Reference

11.1 These terms of reference may only be amended by resolution of both Appointing Authorities.

