

Romsey Extra and Romsey Town Area Joint Planning Committee Terms of Reference as adopted by Romsey Extra Parish Council on 11 March 2021 & Romsey Town Council on 23 March 2021

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 Town Area Joint Planning Committee”. Initially, this will be for a six-month pilot period starting in May 2021.
- 1.2 The Joint Committee is established by Romsey Extra Parish Council and Romsey Town Council.
- 1.3 The area within which the Joint Committee can exercise its power is the administrative areas of Romsey Extra Parish and Romsey Town. (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 that are on Planning Policy both locally and nationally.Members are expected to prepare for every Joint Meeting by viewing all planning applications on-line that are on the agenda before attending the meeting.

3. Membership of the Joint Committee

- 3.1 The Joint Committee shall comprise of twelve members being six members from Romsey Extra Parish Council and six members from Romsey Town Council to be appointed annually at each authority’s AGM 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.

Quorum

- 3.3 The quorum of the Joint Committee shall be four members and to be comprised of at least one member from each appointing authority.

4. Chairperson and Vice Chairperson to the Joint Committee

- 4.1 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 or person and be alternating year by year.

5. Clerk to the Joint Committee

- 5.1 The Joint Committee will be supported by the Clerk to the Joint Committee.
- 5.2 The Clerk of the Joint Committee shall be an officer of one of the appointing Authorities.
- 5.3 For the pilot period the Clerk of Romsey Extra Parish Council shall be appointed to the role of the Joint Committee Clerk. In the absence Joint Committee Clerk the Planning Clerk from Romsey Town will substitute.
- 5.4 To prepare and send out the agenda for the meetings of the Joint Committee.
- 5.5 To prepare the minutes of the Joint Committee.
- 5.6 To take such administrative action as may be necessary to give effect to the decisions of the Joint Committee.

Delegation

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

6. Convening of Meetings of the Joint Committee

- 6.1 The Joint Committee shall normally take place every 4 weeks on a Thursday evening.
- 6.2 The nominated Clerk to the Joint Meeting will summon meetings of the Joint Committee and publish the public notice of the meeting.

7. Procedure at Meetings of the Joint Committee

- 7.1 The Chairperson of the Joint Committee, or in their absence the Vice Chairperson of the Joint Committee shall preside at any meeting of the Joint Committee. If both the Chairman and the Vice-Chairman 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.
- 7.2 Decisions shall be decided by a majority of the votes of the members present and voting.
- 7.3 The Chairperson shall have a casting vote.
- 7.4 Where, immediately following the taking of the decision, at least two members of the Joint Committee indicate that the decision should be referred back and made by the relevant authority area for the application; the matter shall stand referred to the appropriate authority for a decision.

8. Expenses of the Joint Committee

- 8.1 The expenses incurred by the Joint Committee shall be shared by each appointing authority equally.

9. Amendment of the Terms of Reference

- 9.1 These terms of reference may only be amended by resolution of all appointing authorities.

