WHITEHILL
TOWN COUNCIL
Serving Whitehill & Bordon

PLANNING CONSULTEE POLICY

Date of Adoption: 9 July 2020 Date of Review: 10 October 2024 Next Review: October 2027

Whitehill Town Council (the "Council") is a statutory consultee on planning matters that affect the Parish, where East Hampshire District Council and/or South Downs National Park Authority are the planning authority (decision-maker.)

1. The Town Clerk & General Manager ("Town Clerk") shall (subject to clause 3) have the delegated authority to:

    a) Consider all planning applications and appeals affecting the Parish and to provide its comments to the planning authority(s) within the statutory time limits imposed.
    b) Consider & respond on highway and associated authorities and utility boards on matters relating on all local and district highways, road safety, footpaths and similar matters affecting the Parish.

2. Any decision made by the Town Clerk by delegated authority given in this document should take place after reasonable attempts at consulting the Chairman of the Planning Sub-Committee ("Chair") and Vice Chairman of the Planning Sub-Committee ("Vice-Chair").

3. No action can be taken by the Town Clerk to provide comments to planning authority(s) under clause 1 unless they have received consultative feedback from the Chair or Vice-Chair (under clause 2) before the statutory time limits imposed, to ensure the democratically elected member views are considered. If feedback from the Chair or Vice-Chair is not provided two working days prior to the statutory time limit response deadline, the Town Clerk may not provide comments and for the avoidance of doubt, no Council comments would be provided to the planning authority(s).

4. The Deputy Town Clerk & Operations Manager ("Deputy Town Clerk") should act in the place of the Town Clerk to follow the procedures under clauses 1, 2 and 5.a., under either of the following circumstances:

    a) The Town Clerk delegates all or part of their duties under this policy document to the Deputy Town Clerk (the Town Clerk remaining ultimately responsible.)
    b) The Town Clerk is absent and unable to fulfil their duties under this policy document

5. If one of the following events occurs, the decision in clause 1 shall not be made by the Town Clerk and shall instead be made by the Planning Sub-Committee.

    a) Town Clerk decides that the Planning Sub-Committee should make the decision and is empowered to call a meeting (subject to clause 2.)
    b) The Chair (or in their absence Vice-Chair) calls an Extraordinary Planning Sub-Committee meeting within the required deadline to respond to the planning authority. (Note: at time of adopting this document, Section 6 of standing orders also gives additional rights to subcommittee members to call a meeting.)
    c) A minimum of five members (councillors) of the Council write to the Town Clerk (written request by email is acceptable) to request that the Planning Sub-Committee should make the decision five working days before the deadline for Council to provide comments to the planning authority(s). If this happens, the Town Clerk shall convene a meeting.

6. Sub-Clause 5.c. SHALL NOT apply if the Town Clerk determines that the planning application is a discharge of duties planning application only, where an initial related planning application decision has already been made.

7. Any decisions made under this policy shall be notified to the Executive Committee where they can be noted in its minutes.

8. The Planning Sub-Committee terms of reference shall be as follows:

- Consider all planning applications and appeals affecting the Parish that are referred to it under the Council resolved Planning Consultee policy document (adopted on 3 September 2020 as amended and approved by Executive Committee on 10 October 2024) and to provide its comments to the planning authorities within the statutory time limits imposed.
- Consider & respond on highway and associated authorities and utility boards on matters relating on all local and district highways, road safety, footpaths and similar matters affecting the Parish, that are referred to it under the Council resolved Planning Consultee policy document (adopted on 3rd September 2020).
- At the discretion of the Sub-Committee, refer any such applications to the Executive Committee as is considered necessary.
- Be empowered through its Chairman (or Vice Chairman is absence of its Chairman) to liaise with anybody, organisation or department of any local authority or utility board on any matter within the Sub-Committee's area of responsibility. This includes representing Council at planning meetings of principal authority(s) and representing Council at any public or other inquiry by Government or other public body relating to development control or any other aspect of planning and highway matters.

9. The Planning Sub-Committee terms shall elect its own Chairman and Vice Chairman and a meeting shall be arranged by the Town Clerk to discuss and make a decision on any vacancy in either position.