

# Hinton St George Parish Council

## Planning Committee Terms of Reference

May 2026

### 1. Remit

- a. To review all planning applications, licensing applications and tree applications and respond on behalf of Hinton St George Parish Council to all planning consultations, and when considered appropriate, send a representative of Hinton St George Parish Council to any relevant planning committee meeting of the planning department of Somerset County Council, or any other relevant body.

### 2. Meetings

- a. To meet a minimum of once per year and to undertake site visits when required.
- b. The Clerk or a Councillor will minute all meetings of the Planning Committee and minutes will be submitted to the Parish Council at the next meeting for adoption.
- c. The Clerk is responsible for submitting the responses to the Planning Authority. Planning responses will be circulated to members of the Planning Committee to approve before submitting to Somerset Council planning portal.

### 3. Appointment of members

- a. The Committee will comprise all Councillors as core members with a quorum of three. Members will be appointed at the Annual Parish Council Meeting.
- b. The Chairman will be elected by the Planning Committee at its first meeting after the Annual Council meeting, or in the first instance, the meeting after which the formation of the Committee has been agreed.
- c. The Committee may also appoint a Vice-Chairman.
- d. Committee membership substitutions can be made with any councillor of Hinton St George Parish Council; this is to ensure where possible a minimum of 3 members are present at all planning committee visits/meetings.

### 4. Delegated Authority

- a. The Committee has delegated powers to consider all planning applications and to respond to them on behalf of the Parish Council.

## **5. Scope**

Note: Planning Committee meetings will be held as needed. Planning applications will be reviewed at the meetings of the full Council except where a Planning Committee is convened. In this instance, planning applications will be considered at the Planning Committee meetings in accordance with this Terms of Reference.

- a. To consider all planning applications, including trees and licensing.
- b. To study relevant plans.
- c. Individual Councillors will take a view as to whether to visit relevant sites to form their opinion and consider any comments from members of the Parish before coming to a decision.
- d. To endeavour to ensure that all relevant parties are given an adequate hearing if they request this in accordance with the Council's Standing Orders
- e. To endeavour to ensure that any objections or recommendations are based solely on planning criteria.
- f. To consider environmental aspects when considering planning applications.
- g. To monitor the general environment of the Parish and report to the planning authorities any potential planning breaches.
- h. To respond on behalf of the Parish Council to all consultations regarding planning issues or issues that will have an impact on planning.
- i. The Committee is authorised to make written representation or to elect a member to attend the hearings of Somerset Council Planning Committee.
- j. When an application is subject to appeal, the Committee is authorised to make written representation or to elect a member to attend the hearing.
- k. To attend planning training sessions as offered by the planning authority and to read all relevant documentation to ensure that the Committee is aware of current legislation and regulations.
- l. When appropriate, seek expert opinion and guidance from other parties.

## **6. Review**

These Terms of Reference will be reviewed at the next Annual Parish Council Meeting or sooner if legislation dictates.

For further information contact the Clerk to Hinton St George Parish Council:

Clerk: Helen Graham

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Date of policy review: 18 May 2026 (Annual Parish Council Meeting)

Approved by: Hinton St George Parish Council