

Planning Committee Terms of Reference
HPC001 Approved on 16/07/2025 by Full Council

1. Membership of the Planning Committee

Membership of the Planning Committee will be decided at the Annual Parish Council Meeting each year, subject to the proviso that the Chair and Vice Chair of the Parish Council shall, in any event, be ex-officio members.

The Committee shall be subject to a quorum of three of its members.

Expectations of Group Members

- Participation: Members should make every effort to attend meetings. Apologies and reasons for absence must be sent to the Clerk at least two days in advance.
- Responsibility: Members must take ownership of actions assigned to them and adhere to agreed timelines.
- Confidentiality: All members must respect confidentiality where applicable.
- Inclusivity: The group will operate in a respectable and inclusive environment that encourages all members to contribute.

2. Chair

The Chair of the Committee will be elected by the Committee at its first meeting following the Annual Parish Council Meeting.

3. Background

The Planning Committee is formed to support Hampton in Arden Parish Council (the Council) in responding to planning applications in a timely, informed, and coordinated manner.

Upon receipt of planning applications relating to the Parish, the Committee will assess each application's conformity with the Solihull Local Plan (SLP), the Hampton in Arden Neighbourhood Plan, and other relevant planning policies or guidance, with the overarching aim of at least maintaining, and ideally improving, the Parish's environment and the health and well-being of its residents.

The Chair, or a nominated member of the Committee, will draft and submit an appropriate response to the Clerk, who will then forward it to Solihull Metropolitan Borough Council (SMBC) as the Local Planning Authority (LPA).

4. Powers of the Planning Committee

- To assess new planning applications within the Parish upon notification from the Clerk and provide considered responses to the LPA via the Clerk.
- To identify and highlight planning applications which may have a detrimental impact on the Parish's environment or the well-being of its residents.
- To engage in pre-application discussions with developers, where appropriate, especially for applications of significant scale or sensitivity.
- To seek development outcomes that are in keeping with the scale, character, and needs of the Parish.
- To pursue opportunities for community benefits, including through S106 obligations, to support infrastructure and amenity improvements.

5. Scope

The Committee's primary focus is planning applications and developments within the Parish boundary.

The Committee will also maintain a general awareness of planning applications in adjacent Parishes that may impact Hampton in Arden.

6. Approach

The Clerk will forward planning application notifications to the Committee and maintain a Running Planning Report, also published on the Council website.

Committee members will usually consider applications via email communication. Where necessary, particularly for significant applications, a meeting will be convened to agree a collective response.

Applications will be assessed against:

- The Solihull Local Plan (SLP)
- The Hampton in Arden Neighbourhood Plan
- The National Planning Policy Framework (NPPF)
- Other relevant planning documents and guidance

The Committee will formally meet on Monday before all full Council meetings to discuss and ratify all Planning Applications or Planning issues that affect the Parish.

The Committee may liaise with Ward Councillors and consult relevant professionals where beneficial.

Where deemed necessary, the Committee may call an open village meeting to gather parishioners' views.

National developments or case law that may provide relevant precedent will be considered as appropriate.

Draft responses will be prepared by the Chair or a nominated member, agreed by the Committee, and submitted by the Clerk to SMBC.

All submitted responses will be archived on the Planning section of the Parish Council's website. Upon publication of SMBC Planning Committee agendas, the Clerk will update the Running Planning Report with relevant decisions or updates.

The Chair will review SMBC Planning Committee agendas to determine if any applications of interest require further action, including arranging for Parish representation at Committee meetings.

Apparent breaches of planning conditions or regulations will be reported to SMBC Enforcement and noted by the Clerk.

The Committee will seek updates from SMBC officers on the status of unresolved or outstanding applications.

7. Governance and Accountability

The Chair or nominated Committee member will provide a written or verbal report at each full Parish Council meeting, including the Annual Village Meeting, summarising key planning issues and updates.

The Chair and Clerk will work together to ensure timely communication and coordination between the Committee and the full Council.

The Committee may liaise with external bodies including Solihull Area Committee and neighbouring Parish Councils to exchange information and best practice.

8. Guiding Principles

The Committee will operate in the interests of the Parish and its residents, with the guiding principle of preserving and enhancing the health, well-being, and environment of the community through constructive and informed participation in the planning process.

A handwritten signature in black ink, appearing to read 'Julie Barnes'.

Julie Barnes
Clerk and Financial Officer
Hampton in Arden Parish Council