# Planning and Highways Committee: Terms of Reference

Adopted at the 27th July 2022 meeting of Eastleigh Town Council.

Subsequent amendments agreed as follows:

18TH June 2025: Amendments made to clause 17

| Version | Owner | Date Approved | Minute Ref | Action? | Website Updated | Next Review |
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| V1-2022-23 | Town Council | 27th July 2022 | | | | |
| V2-2025-26 | Town Council | 18th June 2025 | 19 / 25 / 4 | | | |
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1. The Planning and Highways Committee is constituted as a Standing Committee of Eastleigh Town Council.
2. The Committee composition shall be a minimum of three and no more than eight Councillors as voting members with at least one third of the number of members and not less than three members of the Planning and Highways Committee constituting a quorum.
3. The Membership, Chairman and Vice-Chairman of the Planning and Highways Committee shall be elected and ratified at the Annual Council Meeting in May of each year.
4. The Planning and Highways Committee shall be administered and managed in accordance with these Terms of Reference.
5. A record of all planning applications, the responses and eventual results shall be noted in the minutes of meetings.
6. The Committee shall have delegated powers in the Council's role as a statutory consultee to consider all planning applications and highway matters pertaining to the area covered by Eastleigh Town Council and submit responses to the relevant planning and highways authorities. For the avoidance of doubt, decision making powers for all planning applications remain with the relevant planning authorities.
7. The Planning and Highways Committee shall have an obligation to ensure that relevant parties are given an adequate hearing. Applicants, supporters and objectors shall have the opportunity to speak at meetings in accordance with the Parish Council Standing Orders.
8. The Clerk can request an extension of time from the relevant planning authority in order to adequately respond to an application but the planning authority has no obligation to grant such requests.

9. Where a site visit is requested by an applicant or an objector the member of the Planning and Highways Committee must ensure that they are accompanied by another member of the Committee. The Committee member shall then present findings to the Committee.
10. Where the Planning and Highways Committee objects to an application the Chair of the Committee or Council Representative is authorised to attend the relevant planning authority meeting to speak on behalf of the Town Council.
11. The Planning and Highways Committee shall consider matters pertaining to traffic management/road safety and the environment.
12. The Planning and Highways Committee may appoint appropriate Sub-Committees or Working Groups to facilitate the work of the Committee. Membership of all Sub-Committees and Working Groups, including any Chairman and Vice-Chairman, and their Terms of Reference shall be ratified by the Council.
13. The Planning and Highways Committee will consider the introduction of a Neighbourhood Development Plan.
14. All correspondence shall be conducted through the Clerk of the Town Council.
15. Minutes of all meetings shall be kept by the Clerk and forwarded to Members of the Town Council.
16. All Member of the Planning and Highways Committee will endeavour to attend Planning and Highways Training arranged by the Clerk in order to keep up to date with current legislation.
17. Committee meetings will proceed as scheduled unless fewer than four planning applications are received **and** the Committee considers that none of the applications warrant detailed discussion. In such cases, and in accordance with the Council's Scheme of Delegation, the Town Clerk is authorised to prepare and submit responses on behalf of the Council, following online consultation with Committee members via the council's approved platform. Where this process is used, members of the public will be notified and given the opportunity to observe or participate in the online consultation.
18. Members of the Committee have a duty to keep up to date with planning applications. If any member believes that an application requires a public meeting to decide the Council's response, then they should notify the Clerk at the earliest opportunity and not later than 7 days prior to the closing date for comments on the application