**Greenham & Crookham Commons Commission**

**Planning Committee**

The Planning Committee will:

* Keep a watching brief on planning applications impacting on the Commons and inform/discuss with the Commission.
* Provide representations to the District Council in respect of planning applications where a significant impact on the Commons is anticipated.

The Planning Committee is a committee not a sub committee, and has power to take decisions on behalf of the Commission. If no consensus can be reached or a wider review is needed, the matter can be referred to the Commission. If a vote is needed the committee should give thought to why the matter was not being referred to the full Commission. This Committee, because of short timescales for planning applications, is particularly empowered to make representations on behalf of the Commission. The Committee should meet every three months, prior to a Commission meeting and giving enough time to allow for writing a report to the full Commission.

**Protocol**

First the Chairman is impartial in debates.

He/she is arbiter when necessary.

His/her authority is final but not absolute

**Procedures**

No later than one week before a meeting:-

All necessary reports to be submitted to Chairman and Clerk

Topics to be raised together with relevant details

Apologies for absence

Normal meeting opening procedures carry out then:-

As each report is reviewed the Chairman will receive comments. These are to be objective to the matter in hand. Discussion on accepted comments will proceed. Obvious agreements reached will be recorded and acted upon. Should disagreement become clear, the Chairman will impose a discussion time limit and then call for a vote. That vote decision will be final.

In voted decisions, non-Commission membership recognised committee professional advisors will be entitled to vote.

A representative from another committee will attend meetings to help in reviewing matters that can impact that committee’s functions.

Decisions reached that are in accordance with the committee’s terms of reference will be enacted.

Matters that can have wider relevance will be discussed, action recommendation with points of wider impact noted and a report passed to the Commission for decision