

# New Forest National Park Authority

## Standing Orders

### 1. INTRODUCTION

These Standing Orders are made for the regulation of the meetings, proceedings and business of the New Forest National Park Authority pursuant to Schedule 1 to the New Forest National Park Authority (Establishment) Order 2005, Schedule 12 to the Local Government Act 1972 and all other enabling powers.

### 2. LEGISLATION

The Local Government Act 1972 ('the 1972 Act')

The Local Government and Housing Act 1989 ('the 1989 Act')

The Town and Country Planning Act 1990 ('the 1990 Act')

The Local Authorities (Standing Orders) Regulations 1993 ('the 1993 Regulations')

The Environment Act 1995 ('the 1995 Act')

The Local Government Act 2000 ('the 2000 Act')

The National Parks and Broads Authorities (Model Code of Conduct) (England) Order 2001 ('the 2001 Order')

The New Forest National Park Authority (Establishment) Order 2005 ('the 2005 Order')

The Standards Committee (England) Regulations 2008 ('the 2008 Regulations')

### 3. DEFINITIONS

'The Authority' shall mean the New Forest National Park Authority.

'Chairman' and 'Deputy Chairman' shall mean the Members so appointed for the time being in accordance with Standing Order 7.

'Chief Executive (National Park Officer)' shall mean the person appointed by the Authority in accordance with the 1995 Act and the 2005 Order. The post holder is also the 'Head of Paid Service' designated under Section 41(1) of the 1989 Act.

'Deputy Monitoring Officer' shall mean the person so designated by the Monitoring Officer pursuant to section 5(7) of the 1989 Act.

'Independent member' shall mean a person appointed to the Standards Committee, or sub-committee of the Standards Committee, who is not a member, or an officer, of the Authority or any other relevant authority.

'Member' shall mean a person elected as a councillor and appointed to the Authority by a local authority or a person appointed to the Authority by the Secretary of State in accordance with Part 2 of the 2005 Order.

Deleted: 'Member' shall mean a person elected as a councillor and appointed to the Authority by a local authority or a person appointed to the Authority by the Secretary of State in accordance with Part 2 of the 2005 Order.¶

Deleted: m

Deleted: Environment Act

Deleted: New Forest National Park Authority (Establishment)

Deleted: 2005

Deleted: Local Government and Housing Act

Deleted:

'Monitoring Officer' shall mean the person so designated under section 5(1) of the 1989 Act.

'relevant authority' shall mean a county council, a county borough council, a district council, a London borough council, a parish council, a community council, the Greater London Authority, the Metropolitan Police Authority, the London Fire and Emergency Planning Authority, the Common Council of the City of London in its capacity as a local authority or police authority, the Council of the Isles of Scilly, a fire authority constituted by a combination scheme under the Fire Services Act 1947, a police authority, a joint authority established by Part IV of the Local Government Act 1985, the Broads Authority, a National Park authority established under the, 1995 Act.

Deleted: section 63 of

Deleted: Environment Act

'Officer' shall mean a person employed by or on behalf of the Authority.

#### 4. MEETINGS OF THE AUTHORITY

##### Number of meetings

- 4.1 The Authority shall in every year after 2005 hold one Annual Meeting and at least three other meetings for the transaction of general business.

##### Dates of meetings

- 4.2 The meetings of the Authority shall be held as near as may be at regular intervals on such dates as the Authority shall determine. The Chief Executive (National Park Officer) in consultation with the Chairman shall have authority to change the date of any meeting of the Authority if, in their opinion, such change is necessary for the convenient and/or efficient dispatch of Authority business.

##### Date of Annual Meeting

Deleted: a

Deleted: m

- 4.3 The Annual Meeting of the Authority shall be the first meeting held after 31 May in any year after 2006.

##### Extraordinary meetings

- 4.4 An extraordinary meeting of the Authority may be called at any time by the Chairman or, if the office of Chairman is vacant, the Deputy Chairman.

- 4.5 In addition the Chairman shall call an extraordinary meeting of the Authority upon receipt of a written request for that purpose specifying the nature of the important or urgent business, signed by five Members of the Authority. Should the Chairman not call an extraordinary meeting within seven days of receipt of the request, any five Members of the Authority may forthwith call an extraordinary meeting of the Authority.

Deleted: m

Deleted: m

##### Time of meetings

- 4.6 The meetings of the Authority shall commence at such times as the Authority shall determine. The Chief Executive (National Park Officer) in consultation with the Chairman shall have authority to change the time of any meeting of the Authority if, in their opinion, such change is necessary for the convenient and/or efficient dispatch of Authority business.

**Summons for a meeting**

- 4.7 The Chief Executive (National Park Officer) shall issue a notice of the time and place of any meeting of the Authority together with a summons to attend the meeting, setting out the business to be conducted, not less than five clear days before the meeting to which it relates. The notice of meeting shall be sent by ordinary prepaid post to the usual place of residence of every Member of the Authority, or, if agreed, in electronic format. A copy shall also be sent to the proper officer of every principal council whose areas are wholly or partly comprised in the area of the National Park, to Natural England or equivalent body at that time, and to the Secretary of State.
  - Deleted: m
  - Deleted: the Countryside Agency
- 4.8 If a Member of the Authority gives notice in writing to the Chief Executive (National Park Officer) that he/she desires summonses to attend meetings of the Authority to be sent to him/her at an address other than his/her usual place of residence, any summons addressed to him/her and left at or sent by post to that address shall be deemed sufficient service of the summons.
  - Deleted: m
  - Deleted:
  - Deleted:
  - Deleted:
- 4.9 Want of service of a summons on any Member of the Authority shall not affect the validity of any meeting.
  - Deleted: m

**5. MEETINGS OF COMMITTEES**

- 5.1 At the Annual Meeting of the Authority in each year, the Authority shall appoint:
  - 5.1.1 a Standards Committee with the membership and terms of reference set out in Schedule 1 (Part 1) to these Standing Orders;
  - 5.1.2 a Planning Development Control Committee with the membership and terms of reference set out in Schedule 1 (Part 2) to these Standing Orders; and
  - 5.1.3 a Resources and Performance Committee with the membership and terms of reference set out in Schedule 1 (Part 3) to these Standing Orders.
- 5.2 The Authority may at any time:
  - 5.2.1 establish any further committee, sub-committee, panel or other group it deems appropriate for the proper discharge of the Authority's functions;
  - 5.2.2 terminate any committee, sub-committee, panel or other group; or
  - 5.2.3 amend the membership or terms of reference of any committee, sub-committee, panel or other group,

and may make provision to limit the term of office of any person serving on a committee, sub-committee, panel or other group.
- 5.3 The number, date and time of meetings of committees shall be as may be determined by the committee or its Chairman for the convenient and/or efficient dispatch of its business.
- 5.4 Every committee, sub-committee, panel or other group established under this Standing Order shall at all times be constituted and act in conformity with these Standing Orders. Unless otherwise provided, these Standing Orders shall apply to meetings of every committee, sub-committee, panel or other group in the same way as they apply to meetings of the Authority.

- 5.5 A committee, sub-committee, panel or other group may, subject always to Section 104 of the 1972 Act (Disqualifications), include co-opted members who are not Members of the Authority. Unlike Independent members appointed to the Standards Committee, they shall have no power to vote. Deleted: m
- 5.6 In determining the membership and composition of any committee, sub-committee, panel or other group, due regard shall be had to the number of elected and appointed Members established by Article 4 and Schedule 1 to the 2005 Order and to the provisions of Articles 13(3) and (4) of Schedule 7 to the Environment Act 1995. Deleted: T  
Deleted: .
- 5.7 A Member shall have the right to attend any meeting of a committee, sub-committee, panel or other group of which he/she is not a member and may on request receive the relevant papers thereof. Deleted: m  
Deleted: of  
Deleted: m
- 5.8 Any Member who is not a member of a particular Committee may speak at a meeting of that Committee in accordance with the procedure set out in Schedule 3, Part 1 or 2 as appropriate, to these Standing Orders, but that Member shall not otherwise participate or have any right to vote at the meeting. Deleted: However, he/she shall not be entitled to speak at that meeting except with the consent of the Chairman, neither shall he/she have any right to vote
- 5.9 Any member of a committee who has declared a prejudicial interest in any item to be considered at a meeting of that committee may speak at the meeting in accordance with the procedures set out in Schedule 3, Part 1 or 2 as appropriate, but that Member shall not otherwise participate in discussion of, or have any right to vote upon, that item.
- 5.10 Any Member who wishes to place a matter appropriate to its remit on the agenda of any committee, sub-committee, panel or other group may do so by giving written notice to the Chief Executive (National Park Officer) at least 10 working days before the next ordinary meeting of the committee, sub-committee, panel or other group concerned. Deleted: ¶  
Deleted: m
- 5.10 Without prejudice to any directions of the Authority or any scheme of delegation approved by the Authority or any statutory provision to the contrary, a committee or sub-committee may delegate to an Officer either generally or in respect of any particular matter, any of the powers and duties which have been referred to that committee or sub-committee. Deleted: o
- 5.11 The Chairman of a committee may call a special meeting of the committee at any time. A special meeting shall also be called on the requisition of a quarter of the whole number of the committee, delivered in writing to the Chief Executive (National Park Officer). The summons to the special meeting shall set out the business to be considered thereat and no business other than that set out in the summons shall be considered at that meeting.
- 6. QUORUM**
- 6.1 Subject to paragraph 6.2 below, no business shall be transacted at a meeting of the Authority or its committees or sub-committees unless: Deleted: N
- 6.1.1 at least one-third of the whole number of Members of the Authority, committee or sub-committee are present; and Deleted: m
- 6.1.2 of those present at least one is a local authority Member and at least one is a Member appointed to the Authority by the Secretary of State to represent the national interest. Deleted: m  
Deleted: m

6.2 If, during any meeting of the Authority, committee or sub-committee, the Chairman, after counting the number of persons present, declares that there is not a quorum present, the meeting shall stand adjourned to a date fixed by the Chairman at the time the meeting is adjourned. If the Chairman does not fix a date the business remaining to be conducted shall be considered at the next meeting of the Authority, committee or sub-committee, as applicable.

6.3 In the application of this Standing Order to any committee, sub-committee, panel or group, a meeting may continue at the discretion of the Chairman provided that no decision shall be taken without submission of the proposal to the Authority. The absence of a quorum shall be noted in the minutes.

6.4 Where no more than one-third of the Members of the Authority become disqualified at the same time, the quorum of the Authority shall be determined by reference to the number of Members of the Authority at that time remaining qualified.

Deleted: 4  
Deleted: m  
Deleted: m

## 7. CHAIRMAN AND DEPUTY CHAIRMAN

7.1 At each Annual Meeting of the Authority the first item of business shall be to elect a Chairman of the Authority. The second item of business shall be to elect a Deputy Chairman of the Authority.

Deleted: th

7.2 Nominations for the position of Chairman shall be submitted in writing (including in electronic format) to the Chief Executive (National Park Officer) prior to the commencement of the Annual Meeting. The Chief Executive (National Park Officer), Monitoring Officer or Deputy Monitoring Officer will facilitate the appointment of a Member who is not standing for the office of Chairman, to chair the meeting for this item of business. The Authority's Monitoring Officer or Deputy Monitoring Officer shall be responsible for scrutinising the election process.

Deleted: If more than one nomination is received, the election shall proceed by secret ballot.

Deleted: or

Deleted: in his or her absence, another

7.3 If more than one nomination is received for a vacancy, the election shall proceed by secret ballot.

Deleted: m

Deleted: c

7.4 In the event of an equality of votes between two candidates, the Member presiding at the meeting shall have a second or casting vote.

Deleted: chosen by the members present,

Deleted: shall c

7.5 Where there are more than two persons nominated for a vacancy and the ballot does not result in a majority of votes given in favour of one person, the name of the person having the least number of votes shall be struck off the list and a further ballot held, and so on, until a majority of votes is given in favour of one person.

Deleted: Where there are more than two persons nominated for a vacancy and there is not a clear

Deleted: vote

Deleted: taken

7.6 The Deputy Chairman shall be elected in a like manner, save that the Chairman duly elected under this Standing Order 7 shall chair the meeting and that any unsuccessful candidate for the Chairman may declare at the meeting their willingness to stand as Deputy Chairman without separate prior written nomination.

7.7 The Chairman and Deputy Chairman shall be elected for a period not exceeding one year but both such persons shall, on ceasing to hold office at the end of their elected term, be eligible for re-election.

- 7.8 The Chairman or Deputy Chairman may at any time resign his/her office by notice in writing delivered to the Chief Executive (National Park Officer).
- 7.9 A person shall cease to hold office as Chairman or Deputy Chairman of the Authority upon ceasing to be a Member of the Authority. Deleted: m
- 7.10 If a vacancy in the office of Chairman or Deputy Chairman arises it shall be the duty of the Members of the Authority to secure that the vacancy is filled as soon as possible, in accordance with the procedure set out in this Standing Order 7. Deleted: m
- 7.11 Where a casual vacancy in the office of Chairman or Deputy Chairman of the Authority is filled, the person then elected shall hold office until the next Annual Meeting of the Authority.

**8. ELECTION OF CHAIRMAN OF COMMITTEES, SUB-COMMITTEES, PANELS OR OTHER GROUPS**

- 8.1 The Chairman and Deputy Chairman of each committee, sub-committee, panel or group shall be elected annually at the first meeting of the committee, sub-committee, panel or group that follows the Annual Meeting of the Authority. This election shall be the first item of business for that meeting.
- 8.2 Nominations for the positions of Chairman and Deputy Chairman of each committee, sub-committee, panel or group shall be submitted in writing (including in electronic format) to the Chief Executive (National Park Officer) prior to the commencement of the relevant meeting of that Committee. The Chief Executive (National Park Officer), Monitoring Officer or Deputy Monitoring Officer will facilitate the appointment of a Member who is not standing for the office of Chairman, to chair the meeting for this item of business. The Authority's Monitoring Officer or Deputy Monitoring Officer shall be responsible for scrutinising the election process.
- 8.3 If more than one nomination is received for a vacancy, the election shall proceed by secret ballot.
- 8.4 In the event of an equality of votes between two candidates, the Member presiding at the meeting shall have a second or casting vote.
- 8.5 Where there are more than two persons nominated for a vacancy and the ballot does not result in a majority of votes given in favour of one person, the name of the person having the least number of votes shall be struck off the list and a further ballot held, and so on, until a majority of votes is given in favour of one person. Deleted: taken
- 8.6 The Deputy Chairman of the relevant committee, sub-committee, panel or group shall be elected in a like manner, save that the Chairman of the relevant committee, sub-committee, panel or group duly elected under this Standing Order 8 shall preside over the election of the Deputy Chairman and that any unsuccessful candidate for the Chairman may declare at the meeting their willingness to stand as Deputy Chairman without separate prior written nomination.

8.7 The Chairman or Deputy Chairman of the relevant committee, sub-committee, panel or group may at any time resign his/her office by notice in writing delivered to the Chief Executive (National Park Officer).

8.8 A person shall cease to hold office as Chairman or Deputy Chairman of the relevant committee, sub-committee, panel or group upon ceasing to be a Member of the Authority.

8.9 If a vacancy in the office of Chairman or Deputy Chairman of the relevant committee, sub-committee, panel or group arises it shall be the duty of the members of that committee to secure that the vacancy is filled as soon as possible, in accordance with the procedure set out in this Standing Order 8.

8.10 Where a casual vacancy in the office of Chairman or Deputy Chairman of the relevant committee, sub-committee, panel or group is filled, the person then elected shall hold office until the next Annual Meeting of the Authority.

8.11 For the avoidance of doubt, the Chairman of the Standards Committee and the Chairman of any sub-committee of the Standards Committee established pursuant to Part 1 of Schedule 1 to these Standing Orders shall be an Independent member of the Standards Committee, and any nomination or election under this Standing Order 8 must be carried out in accordance with those requirements.

Deleted: The committee, sub-committee, panel or group shall elect one of their number to preside over the election of the Chairman, provided such person is not himself a candidate for the position of Chairman. The person presiding at the meeting shall, in the event of an equality of votes, have a second or casting vote.

## 9. APPOINTMENT OF CHIEF EXECUTIVE (NATIONAL PARK OFFICER)

9.1 Pursuant to Schedule 7 of the 1995 Act, the Authority shall ensure that there is at all times a person appointed as Chief Executive (National Park Officer) with responsibility for the execution, maintenance and co-ordination of the Authority's duties, functions and responsibilities. Where a vacancy occurs in the office of Chief Executive (National Park Officer), the Authority shall appoint an officer to act as Chief Executive (National Park Officer) until the position is filled.

Deleted: ¶  
<#>The Chairman elected under the provisions of Standing Order 8.2 shall preside over the election of the Deputy Chairman.¶  
¶

9.2 Procedures relating to the appointment of, disciplinary action against and investigation of alleged misconduct by the Chief Executive (National Park Officer) are set out in Schedule 2 to these Standing Orders.

## 10. CONDUCT OF MEETINGS

10.1 At a meeting of the Authority the Chairman, if present, shall preside, except for the election of Chairman of the Authority when the Chief Executive (National Park Officer) shall, under the provisions of Standing Order 7, take the chair initially, pending the appointment of an interim chairman.

Deleted: paragraph 7.2 of these

Deleted: s

10.2 If the Chairman is absent from a meeting of the Authority the Deputy Chairman, if present, shall, subject to the provisions of Standing Order 7, preside.

Deleted: .2

10.3 If both the Chairman and Deputy Chairman of the Authority are absent, the Members of the Authority present at that meeting shall choose a person from their number to preside as Chairman for that meeting.

Deleted: m

10.4 For the avoidance of doubt, any powers or duties assigned to the Chairman in relation to the conduct of a meeting may be exercised by any person presiding at a meeting in accordance with Standing Order 10.3. Deleted: any

## 11. ATTENDANCE AT MEETING

11.1 Every Member attending a meeting of the Authority or any of its committees, sub-committees, panels or other groups of which he/she is a member, shall certify his/her attendance by signing against his/her name in the attendance book or record sheet provided for that purpose. Deleted: m

## 12. MINUTES

12.1 Not less than five clear days prior to every meeting of the Authority a printed copy of the minutes of the previous meeting shall be sent to every Member. Deleted: m

12.2 Provided that Standing Order 12.1 has been complied with, the minutes shall be taken as read and, at the next meeting of the Authority in accordance with the order of business set out in Standing Order 13, the Chairman shall put the question 'May the minutes of the meeting held on the X day of Y be approved as a correct record?' Deleted: immediately

12.3 There shall be no discussion upon the minutes, except upon their accuracy. If no such question is raised, or if it is raised then as soon as it has been resolved, the Chairman shall sign the minutes.

12.4 Minutes of the proceedings of a meeting of the Authority shall be drawn up, consecutively numbered, and entered in a book kept for that purpose or may be recorded on loose leaves, the minutes of any meeting being signed, and each leaf comprising those minutes being initialled, at the same or next suitable meeting of the Authority, by the person presiding thereat, and any minute purporting to be so signed shall be received in evidence without further proof. For the avoidance of doubt, this requirement does not extend to reports appended to the minutes. Deleted: consecutively numbered

12.5 A copy of the minutes of the proceedings at each meeting of the Authority shall be sent to the proper officer of the council for every principal area the whole or any part of which is within the National Park for which the Authority is established, to Natural England or its equivalent, and to the Secretary of State within thirty-five days of the date of the meeting at which those minutes are approved. Deleted: the Countryside Agency

## 13. ORDER OF BUSINESS

13.1 Subject to paragraphs 13.2, 13.3 and 13.4 of this Standing Order and any statutory requirements, the order of business at every meeting of the Authority shall be:

13.1.1 at the Annual Meeting in every year, the election of the Chairman and Deputy Chairman in accordance with the procedure set out in Standing Order 7;

13.1.2 to choose a person to preside if the Chairman and Deputy Chairman are absent;

13.1.3 to deal with any business required by statute to be done before any other business;

13.1.4 to receive apologies for absence from Members;

13.1.5 to receive Members' declarations of interest in connection with any item to be considered at the meeting;

13.1.6 to approve and sign as a correct record the minutes of the last meeting of the Authority. This sub-paragraph shall not apply to any extraordinary meeting of the Authority unless at such extraordinary meeting the business transacted alters or affects in any way any resolution passed at a previous meeting of the Authority for which the minutes have not received approval and signature;

13.1.7 to hear the Chairman's announcements and correspondence;

13.1.8 to hear any questions, statements or petitions made by any member of the public or Member with a prejudicial interest in accordance with Part 1 of Schedule 3 to these Standing Orders;

13.1.9 to consider motions pursuant to Standing Order 16 in the order in which notice has been received;

13.1.10 to consider questions from Members of which notice has been given in accordance with Standing Order 14 in the order in which notice has been received;

13.1.11 to deal with other business specified in the agenda;

13.1.12 to deal with any business expressly required by statute to be done;

13.1.13 to introduce any business with regard to which by reason of special circumstances the Chairman, after consultation with the Chief Executive (National Park Officer), is of the opinion that the matter should be considered as a matter of urgency; and

13.1.14 to resolve to exclude the press and public and deal with any confidential or exempt item or items under Part VA and Schedule 12A of the 1972 Act.

13.2 The order of business falling under items 13.1.1, 13.1.2 and 13.1.3 shall not be varied.

13.3 At an extraordinary meeting the order of business falling under items 13.1.2 and 13.1.3 shall not be varied and any other business shall be exactly that set out in the summons and no other business shall be considered.

13.4 Subject to paragraphs 13.2 and 13.3 of this Standing Order the order of any other business may be varied either at the Chairman's discretion or by a resolution passed on a motion duly moved, seconded and put without debate.

13.5 No business shall be transacted at a meeting of the Authority other than as set out in Standing Order 13.1 above.

Deleted: to deal with any business expressly required by statute to be done;¶  
¶

Deleted: the Chairman's announcements and correspondence;¶

Deleted: such that

Deleted: and then to resolve when such business should be ordered on the Agenda

Deleted: to dispose of business remaining from the last meeting;¶

Deleted: to consider motions in the order in which notice has been received;¶

Deleted: other business specified in the summons;¶  
¶

Deleted: to consider questions from members of which notice has been given in accordance with Standing Orders.¶

Deleted: Except in the case of business required by or under the 2005 Order or any other statutory provision to be transacted and other business brought before the meeting as a matter of urgency in accordance with the Authority's Standing Orders, no business shall be transacted at a meeting of the Authority other than that specified in the summons relating thereto

## 14. QUESTIONS BY MEMBERS

### Notice of questions and replies thereto

14.1 A Member may:

Deleted: m

14.1.1 ask any question relating to the business of the Authority provided written notice is received at the office of the Chief Executive (National Park Officer) at least seven working days before the meeting;

14.1.2 with the permission of the Chairman, put any question relating to urgent business, but a copy of such question shall, unless not reasonably practicable, be delivered to the Chief Executive (National Park Officer) not later than 9.00 am on the day of the meeting.

Provided that:

14.1.3 where the desired information is contained in any publication of the Authority it shall be deemed a sufficient reply if the publication containing the information is indicated;

14.1.4 if a reply to any question cannot conveniently be given orally, it will be deemed a sufficient reply if the answer is circulated to Members with the minutes of the meeting at which the question has been asked;

Deleted: m

14.1.5 every question shall be put and answered without discussion and no provision shall be made for asking supplementary questions;

14.1.6 a person to whom a question is put may decline to answer.

## 15. PUBLIC QUESTIONS

15.1 Part 1 of Schedule 3 to these Standing Orders shall regulate public questions at meetings of the Authority and its committees, with meetings of the Planning Development Control Committee being further regulated in Part 2 of Schedule 3. The Tree Preservation Order Objection Panel has adopted its own public speaking procedures which do not form part of these Standing Orders.

Deleted: 15.1 The agenda for every meeting of the Authority and its committees and sub-committees shall include an item making provision for questions from the public. This item shall usually appear on the agenda immediately after any urgent business pursuant to Standing Order 13.1(g).¶¶

## 16. MOTIONS

This Standing Order applies only to meetings of the full Authority.

### Notice of motion

16.1 Notice of every motion (other than those which under Standing Order 17 may be moved without notice) shall be given in writing and signed by the Member or Members giving the notice and delivered at least seven clear working days before the next meeting of the Authority to the Chief Executive (National Park Officer). Upon receipt it

Deleted: 2

Deleted: meetings of

Deleted: Committee meetings,

Deleted: m

Deleted: m

shall be dated, numbered in the order in which it is received, and entered into a book which shall be open to the inspection of every Member.

Deleted: m

### **Motions to be set out in summons**

- 16.2 The Chief Executive (National Park Officer) shall set out in the summons for every meeting of the Authority all motions of which notice has been duly given in the order in which they have been received, unless the Member when giving such notice intimated in writing that they propose to move it at some later meeting or has since withdrawn it in writing.

Deleted: m

### **Motion not moved**

- 16.3 If a motion which is set out in the summons is not moved either by a Member who gave notice thereof or by some other Member on his/her behalf and duly seconded at the meeting it shall, unless postponed by consent of the Authority, be treated as withdrawn and shall not be moved without fresh notice.

Deleted: m

Deleted: m

### **Scope of motion**

- 16.4 Every motion shall be relevant to some matter in relation to which the Authority has power or duties or which affects the New Forest National Park.

### **Referral to committee or sub-committee**

- 16.5 Where the subject matter of any motion of which notice has been duly given comes within the province of any committee or sub-committee it shall upon being moved and seconded, stand referred, without discussion, to such committee as the Authority may determine for consideration and report.

- 16.6 If the Chairman considers it convenient and/or conducive to the efficient dispatch of business, the Chairman may allow the motion to be dealt with at the meeting at which it is brought forward.

- 16.7 A Member who has moved a motion which has been referred to any committee or sub-committee shall have notice of the meeting of the committee at which it is proposed to consider the motion, and shall have an opportunity to explain the motion.

Deleted: m

## **17. MOTIONS WHICH MAY BE MOVED WITHOUT NOTICE**

- 17.1 This Standing Order applies only to meetings of the full Authority.

The following motions and amendments need not be in writing and may be moved without notice:

17.1.1 appointment of the Chairman of the meeting at which the motion is made;

17.1.2 motions relating to the accuracy of the minutes;

17.1.3 to vary the order of business;

17.1.4 for leave to be given to withdraw a motion.

17.1.5 to amend a motion;

17.1.6 to refer the motion to a committee or sub-committee;

17.1.7 receipt of reports, adoption or amendment of recommendations of committees or Officers and any consequent resolutions;

Deleted: or

Deleted: o

17.1.8 that the question be now put;

17.1.9 that the Authority proceed to the next item of business;

17.1.10 that the debate be now adjourned;

17.1.11 that the Authority do now adjourn;

17.1.12 to exclude the public in accordance with Standing Order 24;

17.1.13 that a Member be not further heard (Standing Order 22.1);

Deleted: m

17.1.14 that a Member leave the meeting (Standing Order 22.2);

Deleted: m

17.1.15 to give the consent of the Authority where the consent of the Authority is required by these Standing Orders;

17.1.16 appointment of a committee or member thereof occasioned by an item mentioned in the summons to the meeting.

## 18. RULES OF DEBATE

### Discussion of a motion or amendment

18.1 A motion or amendment shall not be discussed unless it has been proposed and seconded and, unless any necessary notice has already been given in accordance with Standing Order 16, the Chairman may require it to be put into writing and handed to the Chairman before it is further discussed or put to the meeting.

### Secunder's speech

18.2 A Member when seconding a motion or amendment may declare his/her intention to reserve speaking until later in the debate.

Deleted: m

### Speaking in debate

18.3 A Member when speaking shall address the Chairman. If two or more Members indicate a wish to speak, the Chairman shall call one to speak; the other or others shall then await their opportunity to speak. While a Member is speaking the other Members shall remain seated and refrain from speaking unless raising a point of order.

Deleted: m

Deleted: m

Deleted: m

Deleted: m

## Content and length of speeches

- 18.4 A Member shall direct his/her speech to the question under discussion or to a personal explanation or to a point of order. No speech at a meeting of the full Authority may exceed five minutes except with the consent of the Chairman. Deleted: m

### Speaking more than once

- 18.5 A Member shall not, at a meeting of the full Authority, address the Authority more than once on any motion or amendment, provided always that a Member may speak: Deleted: m

18.5.1 to a point of order;

18.5.2 in explanation of some material part of a speech made by him/her at the meeting which appears in the course of the debate to have been misunderstood;

18.5.3 once on an amendment moved by another Member; Deleted: m

18.5.4 if the motion has been amended since that Member last spoke, to move a further amendment; or Deleted: m

18.5.5 if his/her first speech was on an amendment moved by another Member, on the main issue, whether or not the amendment on which he/she originally spoke was carried. Deleted: m

### Amendments to motions

- 18.6 An amendment shall be relevant to the motion and shall be either:

18.6.1 to leave out words; or

18.6.2 to insert or add words; or

18.6.3 to leave out words and insert or add others;

but such omission, insertion or addition of words shall not have the effect of negating the motion before the Authority, or introducing a substantially new proposal.

### Discussion of amendments

- 18.7 Only one amendment may be moved and discussed at a time and no further amendment shall be moved until the amendment under discussion has been disposed of, but notice of any number of amendments may be given.

- 18.8 The Chairman may permit two or more amendments to be discussed together (but not voted on together) if he/she is of the opinion that this course would facilitate the proper conduct of Authority business.

### Further amendments

18.9 If an amendment is lost, other amendments may be moved on the original motion. If an amendment is carried, the motion as amended shall take the place of the original motion and shall become the motion upon which any further amendment may be moved.

18.10 The mover and seconder of a motion or an amendment rejected by the Authority shall not be entitled to move any further amendment at that meeting on the question under discussion.

#### Withdrawal of motion or amendment

18.11 A motion or amendment may be withdrawn by the mover with the consent of the seconder, which shall be signified without discussion, and no Member may speak upon it after the mover has withdrawn the motion.

Deleted: m

#### Right of reply

18.12 The mover of a motion has a right of reply at the close of the debate on the motion, immediately before it is put to the vote, but the reply shall be strictly confined to answering previous speakers and shall not introduce any new matters into the debate. If an amendment is moved, the mover of the original motion shall also have a right of reply at the close of the debate on the amendment and shall not otherwise speak on the amendment. The mover of the amendment shall have no right of reply to the debate on his/her amendment.

#### Motions which may be moved during debate

18.13 When a motion is under debate no other motion shall be moved except the following:

18.13.1 to amend the motion;

18.13.2 that the question be now put;

18.13.3 to adjourn the debate;

18.13.4 to proceed to the next item of business;

18.13.5 to adjourn the meeting;

18.13.6 a motion under Standing Order 24 to exclude the public;

18.13.7 that a Member be not further heard (Standing Order 22.1);

Deleted: m

18.13.8 that a Member leave the meeting (Standing Order 22.2).

Deleted: m

#### Closure motions

18.14 A Member who has not already spoken may move without comment at the conclusion of a speech of another Member: "That the Authority proceed to the next item of business", "That the question be now put", "That the debate be now adjourned" or "That the Authority do now adjourn", on the seconding of which the procedure shall be as follows:

Deleted: m

Deleted: m

18.14.1 on a motion to proceed to the next item of business, unless in the Chairman's opinion the matter before the meeting has been insufficiently discussed, the Chairman shall first give the mover of the original motion a right of reply, and then put to the vote the motion to proceed to next business;

18.14.2 on a motion that the question be now put, unless in the Chairman's opinion the matter before the meeting has been insufficiently discussed, the Chairman shall first put to the vote the motion that the question be now put, and if it is passed then give the mover of the original motion their right of reply before putting the motion to the vote;

18.14.2 on a motion to adjourn the debate or the meeting, if in the Chairman's opinion the matter before the meeting has not been sufficiently discussed and cannot reasonably be sufficiently discussed on that occasion the Chairman shall put the adjournment motion to the vote without giving the mover of the original motion a right of reply on that occasion.

### Points of order

18.15 A Member may raise a point of order or a matter of personal explanation and shall be entitled to be heard forthwith.

Deleted: m

18.16 A point of order shall relate only to an alleged breach of a Standing Order or statutory provision and the Member shall specify the Standing Order or statutory provision and the way in which he/she considers it has been broken.

Deleted: m

18.17 A personal explanation shall be confined to some material part of a former speech by him/her which appears to have been misunderstood in the present debate.

18.18 The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be open to discussion.

### Respect for the Chairman

18.19 If the Chairman intervenes during a debate any Member then speaking shall immediately stop and the Authority shall be silent.

Deleted: m

### Discretion of the Chairman

18.20 The application of this Standing Order 18 shall be at the discretion of the Chairman in that, if the Chairman wishes to permit a more informal style of debate than that prescribed by this Standing Order, he/she may do so.

## 19. REVERSAL OF PREVIOUS RESOLUTION

19.1 No motion to rescind or reverse any resolution passed by the Authority within the preceding six months and no motion or amendment which has the same effect as one which has been rejected within the preceding six months shall be proposed unless the notice thereof given in accordance with Standing Order 16 bears the names of at least six Members. Once any such motion or amendment has been dealt with by the

Deleted: to

Deleted: pursuance of

Deleted: m

Deleted: When

Deleted: disposed of

Authority, no Member may propose a similar motion or amendment for a further period of six months from the date the matter was reconsidered.

Deleted: it shall not be open to any member to propose

Deleted: within

19.2 This Standing Order shall not apply to motions moved in pursuance of a recommendation of a committee.

## 20. VOTING

20.1 Subject to Standing Orders 7 and 8, the Chairman shall have discretion to ask the meeting to indicate its agreement to a motion by general consent, except where either:

20.1.1 any Member requests that the motion be determined by a show of hands; or

Deleted: every question

Deleted: shall

20.1.2 a majority of the meeting decides that voting should be means of a secret ballot.

Deleted: , unless otherwise decided by

20.2 Pursuant to Schedule 12 of the 1972 Act, all questions coming or arising before a meeting of the Authority shall be decided by a majority of the Members of the Authority present and voting at that meeting.

Deleted: m

20.3 On the Chairman putting the question no further discussion on it shall take place. The question having been put by the Chairman and voting having commenced no Member shall speak, nor any questions be asked.

Deleted: m

20.4 Where an equality of votes on any matter arising throughout the course of any meeting occurs, the person presiding at that meeting in accordance with these Standing Orders shall have a second or casting vote, provided the person presiding is a Member of the Authority, committee, sub-committee, panel or other group to which these Standing Orders apply.

Deleted: m

20.5 If immediately after a vote is taken any Member so requests, a record shall be kept in the minutes of that meeting whether that Member cast his/her vote for the question, against the question or abstained from voting.

Deleted: m

Deleted: m

## 21. RECORDED VOTES

21.1 Before a vote is taken any Member may request that it is recorded. Members who support the request shall raise an arm. If five other Members are in support, the vote shall be taken as follows:

Deleted: m

Deleted: m

The Chief Executive (National Park Officer), Monitoring Officer or Deputy Monitoring Officer shall call the name of each Member in turn. Those Members:

Deleted:

Deleted: m

Deleted: m

21.1.1 voting for the proposition shall respond "for";

21.1.2 voting against the proposition shall respond "against";

21.1.3 not voting shall respond "abstain".

The manner in which each Member voted shall be recorded in the minutes.

Deleted: m

## 22. DISORDERLY CONDUCT - MEMBERS

22.1 If during any meeting of the Authority the Chairman forms the opinion and notifies the meeting that any Member is engaging in misconduct by persistently disregarding the ruling of the Chairman, or by behaving irregularly, improperly or offensively, or by wilfully obstructing the business of the Authority, the Chairman or any other Member may move "That the member named be not further heard", and the motion if seconded shall be put and determined without discussion.

Deleted: m

Deleted: m

22.2 If the Member named continues the misconduct after a motion under the foregoing paragraph has been carried the Chairman shall:

Deleted: m

either move "that the member named do leave the meeting" (the motion being put and determined without seconding or debate)

or adjourn the meeting of the Authority for such period as in the opinion of the Chairman is expedient.

22.3 In the event of a general disturbance which, in the opinion of the Chairman renders the due and orderly dispatch of business impossible, in addition to any other power vested in him/her the Chairman may, without the question being put, adjourn the meeting of the Authority for such period as the Chairman shall consider expedient.

Deleted:

22.4 All Members, including any person co-opted as a member of the Authority or one of its committees, sub-committees, working groups or other groups, shall at all times when conducting the business of the Authority, or conducting the business of the office to which the Member has been appointed or elected, or acting as a representative of the Authority, act in accordance with:

Deleted: m

Deleted: m

22.4.1 the Members' Code of Conduct;

22.4.2 the Protocol for Member and Officer Relations; and

22.2.3 the Local Protocol for Members and Officers Dealing with Planning Matters.

## 23. DISORDER – MEMBERS OF THE PUBLIC

23.1 If a member of the public interrupts the proceedings at any meeting the Chairman shall warn him/her. If the interruption continues the Chairman shall ask that person to leave the room. If the interruption continues the Chairman shall order his/her removal from the room. In case of general disturbance in any part of the room open to the public the Chairman shall order that part to be cleared.

23.2 In the event of a general disturbance which, in the opinion of the Chairman renders the due and orderly dispatch of business impossible, in addition to any other power vested in him/her the Chairman may, without the question being put, adjourn the meeting of the Authority for such period as the Chairman shall consider expedient.

## 24. MEETINGS TO BE OPEN TO THE PRESS AND PUBLIC

24.1 Every meeting of the Authority or any committee or sub-committee shall be open to the press and public except in the following circumstances:

24.1.1 the press and public shall be excluded from the meeting during an item of business whenever it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that, if members of the public were present during that item, confidential information as defined in Section 100A(3) of the 1972 Act would be disclosed to them in breach of the obligation of confidence;

24.1.2 the press and public may by resolution under s100A(4) of the 1972 Act be excluded from the meeting during an item of business whenever it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during that item there would be disclosure to them of exempt information, as defined in Section 100 I of the 1972 Act.

24.1.3 If any question arises at a meeting of the Authority or any committee as to the appointment, promotion, dismissal, salary, superannuation, conditions of service or conduct of any Officer, or where persons are being considered for an appointment with the Authority, a motion under Section 100A(4) of the 1972 Act to exclude the public shall be moved forthwith by the Chairman and put without debate.

Deleted: officer

24.2 A resolution under Standing Order 24.1 shall identify the proceedings, or the part of the proceedings, to which it applies, and state the description, in terms of Schedule 12A to the 1972 Act, of the exempt information giving rise to the exclusion of the press and public.

Deleted: (b)

Deleted: u

24.3 All items where it is likely that the public shall be excluded from the meeting shall be grouped at the end of the agenda (under Part II) and the agenda shall indicate that the public are likely to be excluded from the meeting during the discussion of these items.

24.4 Unless the Chairman shall direct otherwise, the business the subject of any resolution under Standing Order 24.1 shall, upon the passing of that resolution, forthwith stand adjourned until the conclusion of all other business at the meeting, whereupon the Chairman shall invite the press and public to leave the meeting so that the adjourned business shall be considered.

## 25. THE AUTHORITY'S SEAL

### Custody of seal

25.1 The Common Seal of the Authority shall be kept in the custody of the Chief Executive (National Park Officer).

### Sealing of documents

25.2 The Common Seal of the Authority shall not be affixed to any document unless the matter has been authorised by a resolution of the Authority, committee or sub-committee or by an Officer to whom the Authority have delegated their powers in this behalf.

Deleted: o

**Attestation of sealing**

25.3 The Seal shall be attested by the Chief Executive (National Park Officer) or by a senior Officer of the Authority to whom authority has been delegated for this purpose, and an entry of every sealing of a document shall be made and consecutively numbered in a sealing register kept by the Monitoring Officer or person authorised by him/her.

Deleted: o

Deleted: Head of Administration

**26. AUTHENTICATION OF DOCUMENTS**

26.1 Where any document will be a necessary step in legal proceedings or shall be a legal agreement, contract, notice, or order under hand on behalf of the Authority it shall (unless any other enactment requires or authorises or the necessary delegated authority shall have been given to some other person) be signed by the Chief Executive (National Park Officer) or in his/her absence by a senior Officer of the Authority to whom authority has been delegated for this purpose.

Deleted: o

Deleted: ¶  
¶  
**27. CONFIDENTIALITY**  
¶  
A member or officer of the Authority shall not:¶  
¶  
disclose any information or matter which has been reported to or debated by the Authority or any committee or sub-committee and which is confidential information within the meaning of Section 100A of the 1972 Act; or¶  
without the express permission of the Authority, disclose any information or matter which is identified as exempt information following a resolution pursuant to Section 100A of the 1972 Act to exclude the public from the meeting.¶

**27. FINANCIAL REGULATIONS**

27.1 The Authority and its committees, sub-committees, panels or other groups and every Member and Officer shall at all times act in accordance with and behave in conformity with all financial regulations as may be made by the Authority.

**28. CANVASSING FOR APPOINTMENTS**

28.1 Any candidate for employment by the Authority or for any appointment by or on behalf of the Authority who canvasses any Member or committee of the Authority in respect of his/her employment or appointment, whether directly or indirectly, or who seeks any reference or testimonial as to his/her ability, expertise or character in order to accompany or support his/her application for employment or appointment, shall be disqualified from that employment or appointment.

Deleted: 8

Deleted: 8

Deleted: m

Deleted: o

Deleted: 9

Deleted: 9

Deleted: m

Deleted: 9

Deleted: m

Deleted: 9

Deleted: m

Deleted: 30

Deleted: 30

Deleted: m

Deleted: o

Deleted: 3

Deleted: 0

Deleted: m

Deleted: o

28.2 A Member of the Authority shall not solicit for any person any employment with the Authority or appointment by the Authority.

28.3 A Member of the Authority shall not provide any reference or testimonial to a candidate's ability, expertise or character to accompany or support any application for employment with the Authority or appointment by the Authority.

**29. RELATIVES OF MEMBERS OR OFFICERS**

29.1 Every candidate for employment with the Authority or appointment by the Authority shall, when making his/her application, be required to declare whether he/she knows himself/herself to be related to any Member or Officer of the Authority. Any person who knowingly or recklessly makes a false declaration shall be disqualified from that employment or appointment and if already employed or appointed shall be liable to be dismissed forthwith from that employment or appointment.

29.2 Every Member and Officer of the Authority shall disclose to the Chief Executive (National Park Officer) any relationship known to him/her to exist between

himself/herself and any person whom he/she knows or believes to be a candidate for employment with the Authority or appointment by the Authority.

| 29.3 The effect of this Standing Order shall be included in any form of application for employment with the Authority or appointment by the Authority. Deleted: 30

| 29.4 For the purpose of this Standing Order, persons shall be deemed to be related to one another if their relationship is one of: Deleted: 30

- A spouse or partner
- A father or mother
- A son or daughter
- A brother or sister
- A grandparent or grandchild
- An aunt, uncle, niece, nephew or cousin
- A step-son, step-daughter or child of the family
- The spouse or partner of any of the preceding persons.

For the avoidance of any doubt, the term “partner” above shall refer to any two persons not married to one another but living together as a couple in one household.

| 30. **INTERPRETATION OF STANDING ORDERS** Deleted: 1

| 30.1 The decision of the Chairman on all points of procedure, order and interpretation of these Standing Orders shall be final and no debate shall be permitted thereon. Deleted: 1

| 31. **SUSPENSION OF STANDING ORDERS** Deleted: 2

| 31.1 A motion to suspend Standing Orders shall not be moved unless there shall be present at least two thirds of the whole number of Members of the Authority and shall not be passed unless two thirds of the Members present indicate their assent. Deleted: 2  
Deleted: m  
Deleted: m

| 31.2 Subject to paragraph 31.1 of this Standing Order, any of the following listed Standing Orders may be suspended so far as regards any business at the meeting where the suspension is resolved: Deleted: 2  
Deleted: 2

4, 5, 7, 8, 11, 12, 14, 15, 16, 17, 18, 19, 20

| 31.3 For the avoidance of doubt, it is hereby declared that the following Standing Orders are not capable of suspension and further that no motion to suspend Standing Orders shall be moved in relation to them or their provisions: Deleted: 2

6, 9, 10, 13, 21, 22, 23, 24, 25, 26, ~~27~~, ~~28~~, ~~29~~, ~~30~~, ~~31~~

- Deleted: 27,
- Deleted: 8
- Deleted: 9
- Deleted: 30
- Deleted: 1

**SCHEME OF DELEGATION TO COMMITTEES**

**Part 1: Standards Committee**

**1. Membership and Quorum**

1.1 ~~Subject to paragraph 1.3 below, the Committee shall comprise four Members of the Authority, to be appointed at the Annual Authority meeting each year, and two Independent members. The Authority shall also appoint up to four Members to deputise as required for Standards Committee members who are Authority members and who are unable to participate in consideration of a complaint under Paragraph 2.1.3 below due to conflict of interest or any other reason.~~

- Deleted: T
- Deleted: c
- Deleted: m
- Deleted: elected
- Deleted: annually
- Deleted:
- Deleted: i

1.2 ~~In accordance with the provisions of Articles 13(3) and (4) of Schedule 7 to the 1995 Act, the Members of the Authority on the Committee shall include both local authority Members and Members appointed to the Authority by the Secretary of State in as nearly as possible the same proportions as specified in Article 4 of the 2005 Order, and pursuant to the 2008 Regulations at least 25% of the members of the Committee shall be Independent members.~~

- Deleted: and two deputy Members appointed by resolution of the Authority.¶
- Deleted: T
- Deleted: four m
- Deleted: c

1.3 ~~Where the Committee finds it necessary in order to carry out its local determination functions in accordance with paragraph 2.1.3 below, it may from time to time appoint, further to Regulation 5(3) of the 2008 Regulations, one or more independent members of other relevant authorities' standards committees to the Committee or any sub-committee for a specified period of time or in order to consider a particular allegation. Such appointments do not require ratification by the Authority. Where the Chairman is satisfied that the appointment of an additional Independent member is urgent and cannot await the next scheduled meeting of the Committee, the appointment may be made by the Monitoring Officer in consultation with the Chairman.~~

- Deleted: include both a member appointed to the Authority by local authorities and a member appointed by the Secretary of State

1.4 ~~No business shall be transacted at a meeting of the Standards Committee or at a meeting of a sub-committee of the Standards Committee established pursuant to the 2000 Act and 2008 Regulations, unless at least three members of that Committee or sub-committee are present for its duration.~~

- Deleted: No business shall be transacted at a meeting of the committee unless the meeting satisfies the quorum requirements set out in Standing Order 6.

1.5 ~~In any case referred to in Paragraph 2.2.1 below, where a sub-committee is to be appointed in connection with the assessment, review, consideration or determination of an allegation that a Member has failed to comply with the Authority's Code of Conduct, the Monitoring Officer, in consultation with the Committee's Chairman, is authorised to appoint, and convene a meeting of, that sub-committee, from amongst the Members of the Committee, any deputies appointed further to Paragraph 1.1, and any additional Independent members appointed under Paragraph 1.3, provided that at all times the composition of the sub-committee complies with Paragraphs 1.2 and 2.2.1.~~

- Deleted: ¶

**2. Terms of Reference**

- Deleted: and Functions

**2.1 General functions**

~~The Committee shall have the following general functions:~~

- Deleted: To exercise

2.1.1 ~~to promote~~ and maintain high standards of conduct by ~~Members~~ of the Authority;

- Deleted: to
- Deleted: e
- Deleted: m
- Deleted: to
- Deleted: m
- Deleted: c
- Deleted: c

2.1.2 ~~to assist Members of the Authority to observe the Authority's Code of Conduct and any local protocols; and~~

2.1.3 ~~pursuant to the 2000 Act and the 2008 Regulations, to establish sub-committees as set out in paragraph 2.2.1 below and to take such other actions as are necessary in order to assess, review, investigate, determine and impose appropriate sanctions in respect of any written allegation that a Member has failed to comply with the Authority's Code of Conduct.~~

Deleted: .¶

## 2.2 **Specific functions**

Without prejudice to ~~the~~ general functions ~~set out above~~, the ~~Committee~~ shall have the following specific functions:

- Deleted: its
- Deleted: Standards
- Deleted: following

### 2.2.1 **Code of Conduct, protocols and local determination**

- Deleted: -----Page Break-----  
¶
- Deleted: when necessary,
- Deleted: c
- Deleted: c

(a) ~~to advise the Authority on the revision of the Authority's Code of Conduct, when necessary;~~

(b) to advise the Authority on the preparation and revision of local protocols and to monitor their operation;

(c) to monitor the operation of the Authority's ~~Code of Conduct~~ and any local protocols;

- Deleted: c
- Deleted: c
- Deleted: m
- Deleted: o

(d) to provide training to ~~Members~~ and ~~Officers~~ to enable them to comply with the Code of ~~Conduct~~ and protocols;

(e) to manage and control all public registers of ~~Members'~~ and ~~Officers'~~ interests and arrangements for the operation of any systems relating thereto;

- Deleted: m
- Deleted: o

(f) ~~in respect of a particular allegation received against a member, to appoint a sub-committee of at least three members of the Committee to discharge any function specified in section 57A of the 2000 Act. Such sub-committee must comprise at least one Member and must be chaired by an Independent member. The sub-committee may decide to refer the allegation to the Authority's Monitoring Officer, to refer it to the Standards Board for England, or that no action should be taken;~~

(g) ~~to appoint a sub-committee of at least three members of the Committee, to discharge any function specified in section 57B of the 2000 Act. This sub-committee must comprise at least one Member, must be chaired by an Independent member and must not include any person who was a member of the sub-committee established pursuant to paragraph (f) above to assess that allegation;~~

(h) ~~where a sub-committee established pursuant to paragraph (f) above referred any allegation to the Monitoring Officer for investigation, to receive his/her report, and to decide whether to accept his/her findings, hold a final hearing into the matter in accordance with paragraph (j) below, or refer the matter to the Adjudication Panel for England established pursuant to section 75 of the 2000 Act;~~

- (j) where a sub-committee established pursuant to paragraph (f) above referred any allegation to the Monitoring Officer with a direction to take steps other than to carry out an investigation, to receive his/her report to the Committee;
- (j) to hold any final hearing pursuant to Regulation 18 of the 2008 Regulations in respect of a particular allegation and to make any finding under Regulation 19 of the 2008 Regulations, or to appoint a sub-committee of at least three members of the Committee to do so. Such sub-committee must comprise at least one Member of the Authority and must be chaired by an Independent member;
- (k) to impose appropriate sanctions on any Member who is found to have failed to comply with the Authority's Code of Conduct;
- (l) to provide a written summary of any allegation to the Member concerned in accordance with the 2008 Regulations;
- (m) to make publicly available a written summary of the Committee's considerations in relation to any proceedings of a sub-committee established pursuant to paragraph (f) or (g) above, once a summary has been provided to the Member who is the subject of the allegation pursuant to paragraph (l) above;
- (n) to notify the Member concerned, the complainant and any other relevant party of any finding of no failure under paragraph (h) above and to publish notification in a local newspaper and elsewhere as appropriate, unless requested otherwise by the Member concerned;
- (o) to notify the Member concerned, the Standards Board for England, the complainant and any other relevant party of any final decision taken with regard to a particular allegation in accordance with paragraph (j) above, and to publish notification in a local newspaper and elsewhere as appropriate unless the finding was of no failure and the member concerned requests that it is not so published;
- (p) to publicise the address or addresses to which written allegations of misconduct should be sent and to keep published details up to date, in such manner as the Committee considers appropriate;
- (q) to publish details of the procedures the Committee will follow in the handling of complaints, in such manner as the Committee considers appropriate; and
- (r) to provide information to the Standards Board periodically on the exercise of the above functions.

Deleted: to any matter referred to it under the Local Authorities (Code of Conduct) (Local Determination) Regulations¶

Deleted: ¶

**2.2.2 Independent members of the Committee**

To undertake the selection process for the Independent members of the Committee, and to make recommendations to the Authority for the appointment of Independent members.

Deleted: i

Deleted: committee

Deleted: l

**2.2.3 Scheme of allowances**

To make recommendations to the Authority on future schemes of Members' allowances.

Deleted: m

**2.3 Appointment of panels, working or task and finish groups**

2.3.1 The Committee shall appoint, terminate or amend the terms of reference of any panel, temporary working or task and finish group relevant to the functions of the Committee and receive reports from it.

**Deleted:** 2.2.4 Committee's budget¶  
¶  
To make recommendations to the Authority on the budget required to enable the committee to undertake its functions.¶

**Deleted:** 2. To appoint such Sub-Committees or Panels as it deems necessary for the proper performance of its duties.¶  
<#>limit the term of office of any person serving on any sub-committee, panel, temporary working or task and finish group; or

**Deleted:** <#>¶

**Formatted:** Indent: Left: 17.7 pt

**Part 2: Planning Development Control Committee**

**1. Membership and Quorum**

1.1 The membership of the Committee shall comprise 15 Members of the Authority to be appointed at the Annual Authority meeting each year.

1.2 In accordance with the provisions of Articles 13(3) and (4) of Schedule 7 to the 1995 Act, the fifteen members of the Committee shall include both local authority Members of the Authority and Members appointed to the Authority by the Secretary of State in as nearly as possible the same proportions as specified in Article 4 of the 2005 Order.

1.3 No business shall be transacted at a meeting of the Committee unless the meeting satisfies the quorum requirements set out in Standing Order 6.

**2. Terms of Reference**

**2.1 Functions**

The Authority is the sole local planning authority pursuant to Section 15 of the 2005 Order and Section 4A of the 1990 Act.

The exercise of the following functions of the Authority is delegated to the Committee, subject to paragraph 2.2 below.

2.1.1 to determine all matters and applications for planning permission, lawful development certificates, footpath and bridleway creation, stopping up and diversion orders, advertisement consents, listed building consents, conservation area consents, tree work orders and hazardous substances consents under the 1990 Act; the Planning (Listed Buildings and Conservation Areas) Act 1990; the Planning (Hazardous Substances) Act 1990; the Planning and Compulsory Purchase Act 2004, the Town and Country Planning General Regulations 1992, the Habitat Regulations 1984 and any related or amended statutes, including the determination of any application involving a departure from the development plan;

2.1.2 to take appropriate decisions on breaches of planning control including the service of Enforcement Notices, Breach of Condition Notices, Stop Notices, Temporary Stop Notices and Injunctions under the 1990 Act and in respect of any contraventions under the Planning (Listed Buildings and Conservation Areas) Act 1990 and the Planning (Hazardous Substances) Act 1990, the Planning Compulsory Purchase Act 2004 and any related or amended statutes.

2.1.3 to serve Section 215 Notices (proper maintenance of land) under the 1990 Act;

2.1.4 to determine applications for Certificates of Appropriate Alternative Development under the Land Compensation Act 1961;

2.1.5 to authorise the preparation of planning obligations under Section 106 of the 1990 Act;

Deleted: appointed in accordance with Article 4 and Schedule 1 to the 2005 Order and to the provisions of Articles 13(3) and (4) of the Environment Act 1995 and shall be appointed annually at the Annual Authority meeting

Deleted: Meeting dates and times will be determined by the Committee provided that the Chairman of the Committee, in consultation with the Director of Strategy and Planning, is authorised to call a meeting to discuss urgent business

Deleted: c

Deleted: 2. Authorisation¶

¶ 2.1 The powers and duties of the Authority set out below shall be executed and performed by, and are hereby delegated to the Planning Development Control Committee of the Authority until such time as this delegation shall be revoked or amended by resolution of the Authority.¶

¶ 2.2 The Committee shall at all times be constituted and act in conformity with the Standing Orders of the Authority.¶

¶ 3.

Deleted: Powers, Duties or Functions Delegated to the Committee

Deleted: s

Deleted: s

Deleted: 3.1 All powers, duties and functions of the Authority as contained, mentioned or referred to in the statutory provisions from time to time in force governing the exercise of those powers, duties and functions which are described generally and specifically in the Terms of Reference of the Committee.¶

¶ 3.2 However, if the Committee is unwilling to approve an application made on behalf of the Authority, or wishes to impose conditions which are unacceptable to the Authority, the application shall be submitted to a meeting of the Authority for determi... [1]

Deleted: T

Deleted: Town and Country Planning Act

Deleted: T

Deleted: T

Deleted: Town and Country Planning Act

2.1.6 to undertake all functions relating to the protection of important hedgerows under The Hedgerows Regulations 1997;

Deleted: T

2.1.7 to authorise the requisition of information as to interests in land in connection with all functions delegated to the Committee;

Deleted: T

2.1.8 to respond as consultees on issues relating to the:

Deleted: T

(a) protection of the rights of public use of highways;

Deleted: a

(b) maintenance and review of the definitive map and statement of footpaths and bridleways;

Deleted: b

(c) reclassification of roads used as public paths; and

Deleted: c

(d) limestone pavement orders.

Deleted: d

2.1.9 to make recommendations to the Authority on fees and charges within the Committee's area of responsibility.

Deleted: ¶  
Subject to compliance with any provisions within legislation and the Authority's Standing Orders, to delegate any of the functions of the Committee to an officer of the Authority.¶  
¶  
<#>To appoint such Sub-Committees or Panels as it deems necessary for the proper performance of its duties.¶  
¶

Deleted: T

## 2.2 Applications on behalf of the Authority

If the Committee is unwilling to approve an application made on behalf of the Authority, or wishes to impose conditions which are unacceptable to the Authority, the application shall be submitted to a meeting of the Authority for determination. The Chief Executive (National Park Officer) or other person authorised by him/her shall prepare a report for the meeting.

## 2.3 Appointment of panels, working or task and finish groups

The Committee shall appoint, terminate or amend the terms of reference of any panel, temporary working or task and finish group relevant to the functions of the Committee and receive reports from it.

## 2.4 Tree Preservation Order Objection Panel

The Tree Preservation Order Objection Panel is established as a sub-committee with delegated authority to convene, on behalf of the Authority, a meeting in public to decide whether a Tree Preservation Order should be confirmed with or without amendment following a written objection and in cases where Officers have not been able to negotiate a withdrawal of such an objection within six months of the making of the order. Membership of the Panel shall comprise the Chairman and Deputy Chairman of the Planning Development Control Committee plus three other members of the Committee appointed by the Committee.

**Part 3: Resources and Performance Committee**

Deleted: (Revised November 2006)

**1 Membership and Quorum**

1.1 The Committee shall comprise seven ~~Members appointed at the Annual Authority meeting each year.~~

Deleted: m

Deleted: to be appointed each year at the Annual Authority meeting

1.2 ~~In accordance with the provisions of Articles 13(3) and (4) of Schedule 7 to the 1995 Act, the seven members of the Committee shall include both local authority Members of the Authority and Members appointed to the Authority by the Secretary of State in as nearly as possible the same proportions as specified in Article 4 of the 2005 Order.~~

Deleted: and who will reflect the overall composition of the Authority in terms of the balance between local authority and Secretary of State appointments

1.3 ~~No business shall be transacted at a meeting of the Committee unless the meeting satisfies the quorum requirements set out in Standing Order 6.~~

**2 Terms of Reference**

Deleted: The Committee shall conduct its business in accordance with the terms of the Authority's Standing Orders

**2.1 General functions**

Deleted: Delegated functions

The Committee shall have the following general functions:

Deleted: 2.1 The Committee's remit shall cover :

2.1.1 ~~to oversee~~ budgets and financial matters;

2.1.2 ~~to oversee~~ human resource matters;

2.1.3 ~~to review~~ performance against targets and budgets;

2.1.4 ~~to monitor~~ complaints;

Deleted: ing

2.1.5 ~~to institute~~ programmes for the development and improvement of the Authority's performance; ~~and~~

2.1.6 ~~to monitor~~ and oversee ~~the Authority's corporate governance~~ arrangements.

Deleted: ing

Deleted: ing C

Deleted: G

**2.2 Specific functions**

~~Without prejudice to the general functions set out above, the Committee shall have the following specific functions:~~

**2.2.1 Financial matters**

Deleted: 3

(a) ~~to consider and make recommendations to the Authority on its overall financial strategy, including allocation of resources and budget priorities;~~

Deleted: 3.1 The Committee shall: ¶

(b) ~~to oversee~~ the preparation of detailed estimates of income and expenditure in accordance with the overall financial strategy and recommend approval of these budgets before the beginning of each financial year;

(c) ~~to approve~~ the Authority's annual ~~grant bid to Defra~~ (if required);

Deleted: G

- (d) to consider and approve the annual Treasury Management Strategy;
- (e) to monitor and manage the financial performance of the Authority in relation to agreed parameters; receive and review monthly and quarterly budgetary control reports from the Chief Finance Officer; approve any virement to which the approval of the Authority is required and supplementary budget requests;
- (f) to oversee the preparation of the Authority's annual accounts for approval by the Authority;
- (g) to receive the District Auditor's annual Governance Report and Opinion;

**2.2.2 Audit Committee role**

To discharge the functions of an audit committee as follows:

- (a) to consider the effectiveness of the Authority's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements; Deleted: T  
Deleted: a
- (b) to seek assurances that action is being taken on risk-related issues identified by auditors and inspectors; Deleted: T
- (c) to be satisfied that the Authority's assurance statements, including the Statement on Internal Control, properly reflect the risk environment and any actions required to improve it; Deleted: T  
Deleted: a
- (d) to approve (but not direct) internal audit's strategy, plan and monitor performance; Deleted: A
- (e) to review summary internal audit reports and the main issues arising, and seek assurance that action has been taken where necessary; Deleted: R
- (f) to receive the annual report of the head of internal audit; Deleted: R
- (g) to consider the reports of external audit and inspection agencies; Deleted: C  
Deleted: .
- (h) to ensure that there are effective relationships between external and internal audit, inspection agencies and other relevant bodies, and that the value of the audit process is actively promoted; Deleted: E
- (i) to review the financial statements, external auditor's opinion and reports to Members, and monitor management action in response to the issues raised by external audit. Deleted: R  
Deleted: m

**2.2.3 Human and other resources**

- (a) to ensure and oversee the effective and efficient use of the Authority's human resources; Deleted: 5.1 The Committee shall :¶  
¶
- (b) to approve policies, guidelines and strategies on human resources and any industrial relations matters;

(c) in so far as such matters are not delegated to Officers, to oversee activities relating to the employment of the Authority's staff;

Deleted: o

(d) to ensure the Authority properly undertakes its responsibilities for its staff and others relating to welfare, health and safety, working time directive and pensions provision;

Deleted: Directive

(e) to participate as appropriate in any forum established for consultation with staff and their trade unions on human resourcing issues;

(f) to ensure the effective and efficient management of the Authority's information technology systems and oversee the development and implementation of any related strategies;

(g) to monitor the acquisition, disposal and management of property, or any other assets and the granting or taking of leases or licences in general; act on behalf of the Authority in relation to any planning applications it proposes to make.

### 2.2.4 Performance

(a) to monitor and review the performance of the Authority having regard to any development or Performance Improvement Plan, statutory or other performance indicators set out in the Corporate Plan (Best Value Performance Plan), or agreed service standards and targets, and achievement of organisational, service, cross cutting and policy objectives;

Deleted: 6.1 The Committee shall:¶  
¶

(b) to consider and make recommendations on the Authority's annual performance indicators;

(c) to consider reports on any Best Value Reviews of services and on any future national park performance assessment or analogous peer reviews;

(d) to receive and consider reports on customer survey/satisfaction;

(e) to receive and consider an annual report on the complaints procedure; and

(f) to agree any Performance Improvement Plans.

### 2.2.5 Corporate governance

To receive and consider any reports on the Authority's corporate governance framework;

Deleted: h

Deleted: e Committee shall

Deleted: which do not fall under the remit of the Standards Committee

### 2.3 Appointment of panels, working or task and finish groups

Deleted: sub-committees,

The Committee shall appoint, terminate or amend the terms of reference of any panel, temporary working or task and finish group, relevant to the functions of the Committee and receive reports from it.

Deleted: ¶  
8.1

Deleted: s

Deleted: s

Deleted: them

### 2.4 Human Resources Case Review Panel

Deleted: and may request the Authority to establish any relevant sub-committees.¶

The Human Resources Case Review Panel is established as a sub-committee with delegated authority to determine, on behalf of the Authority, individual cases of appeal under the Authority's disciplinary and grievance procedures and such other matters relating to individual members of staff as require determination by the Authority. It shall meet as and when circumstances require, and shall comprise three members of the Committee (two local authority appointed Members and one Secretary of State appointed Member), as agreed by the Chairman of the Committee.

Deleted: m  
Deleted: m

**The Chief Executive (National Park Officer)****1. Appointment** *(in consultation with [Natural England](#))*

Deleted: the Countryside Agency

1.1 Where the Authority proposes to appoint a Chief Executive (National Park Officer) and it is not proposed that the appointment should be made exclusively from among the existing [Officers](#) of the Authority, it shall:

Deleted: o

[1.1.1](#) draw up a statement specifying—

(a) the duties of the Chief Executive (National Park Officer), and

(b) any qualifications or qualities to be sought in the person to be appointed;

[1.1.2](#) make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it; and

[1.1.3](#) make arrangements for a copy of the statement mentioned in paragraph (a) above to be sent to any person on request.

1.2 Where a post has been advertised as provided in [sub-paragraph 1.1.2](#) above, the Authority shall:

[1.2.1](#) make arrangements for a short list of qualified applicants for the post to be selected for interview; and

[1.2.2](#) appoint a panel to interview the shortlisted candidates and to appoint the Chief Executive (National Park Officer). The panel should include the Chair or Deputy Chair of the Authority and another [Member](#), and, if possible, a representative of the Countryside Agency.

Deleted: m

1.3 Where no qualified person has applied or is able to be appointed, the Authority shall make further arrangements for re-advertisement in accordance with paragraph [1.1.2](#) above.

**2. Disciplinary action**

2.1 No disciplinary action (within the meaning of Part II of the 1993 Regulations) in respect of the Chief Executive (National Park Officer) except action described in paragraph 2.2 below may be taken by the Authority, or by a committee, sub-committee, relevant joint committee or any other person acting on their behalf, other than in accordance with a recommendation in a report made by a designated independent person under Regulation 3 of the 1993 Regulations.

2.2 The action mentioned in paragraph 2.1 above is suspension of the Chief Executive (National Park Officer) for the purpose of investigating the alleged misconduct occasioning the action; and any such suspension shall be on full pay and terminate no later than the expiry of two months beginning on the day on which the suspension takes effect.

### 3. Investigation of alleged misconduct

3.1 Where it appears to the Authority that a complaint of misconduct involving the Chief Executive (National Park Officer) (*"the Chief Officer"*) requires to be investigated, the Authority shall appoint a person (*"the designated independent person"*), being such person as may be agreed between the Authority and the Chief Officer or, in default of such agreement, appointed by the Secretary of State.

3.2 The designated independent person—

3.2.1 may direct—

- (a) that the Authority terminate any suspension of the Chief Officer, or
- (b) that any such suspension shall continue after the expiry of the period mentioned in Paragraph 2.2 above or the expiry of any period specified in any such previous direction, as the case may be, or
- (c) that the terms on which any such suspension has taken place shall be varied in accordance with the direction;
- (d) that no steps (whether by the Authority or any committee, sub-committee or officer of theirs) towards disciplinary action or further disciplinary action against the Chief Officer, other than steps taken in the presence, or with the agreement, of the designated independent person, are to be taken before a report is made under sub-paragraph 3.2.4 below;

3.2.2 may inspect any documents relating to the conduct of the Chief Officer which are in the possession of the Authority, or which the Authority has power to authorise him/her to inspect;

3.2.3 may require any officer of the Authority to answer questions concerning the conduct of the Chief Officer;

3.2.4 shall make a report to the Authority—

- (a) stating his/her opinion as to whether (and if so, the extent to which) the evidence he/she has obtained supports any allegation of misconduct against the Chief Officer, and
- (b) recommending any disciplinary action which appears to him/her to be appropriate for the Authority to take against the Chief Officer; and

3.2.5 shall no later than the time at which he/she makes his/her report under sub-paragraph 3.2.4, send a copy of the report to the Chief Officer.

3.3 The Authority shall pay the remuneration of the designated independent person, and reimburse any costs and expenses incurred by him/her in or in connection with the discharge of his/her functions.

Schedule 3

**Part 1: Public Speaking at Authority and Committee Meetings**

(Part 2 of Schedule 3 deals with public speaking at Planning Development Control Committee meetings. The Tree Preservation Order Objection Panel has adopted its own public speaking procedures which do not form part of these Standing Orders).

Deleted: the

1. Any member of the public wishing to ask a public question, make a statement or present a petition at a meeting of the Authority or a committee or sub-committee of the Authority, in relation to any item on the relevant Authority committee or sub-committee agenda, or on any matter that falls within the Authority's powers or the terms of reference of a committee or sub-committee, must inform the Chief Executive (National Park Officer) at least two clear working days prior to the commencement of the meeting.

Deleted: For the purposes of this Schedule "public question" shall mean the asking of any question, the making of any statement or the presentation of any petition in relation to any item on the relevant Authority committee or sub-committee agenda, or on any matter that falls within the Authority's powers or the terms of reference of a committee or sub-committee.¶  
¶  
2.

2. Where the member of the public wishes to address the Authority or committee in respect of an item on the agenda for that meeting, they must identify the agenda item when notifying the Chief Executive (National Park Officer) of their intention to speak.

Deleted: In the case of the Planning Development Control Committee notification shall be given to the Member Services section of the Authority.

3. The Chief Executive (National Park Officer) shall inform the Chairman presiding at the meeting, before the commencement of that meeting, of all question(s), statements or petitions notified by any member of the public.

4. Subject to Standing Order 15.1 and paragraphs 5, 6 and 7 below, the Chairman will invite those members of the public who have given prior notice to speak, in the following order:

4.1 Each individual or group (having appointed a spokesperson) who has indicated that they wish to speak otherwise than in connection with an item on the summons for the meeting may do so for up to three minutes each, or longer at the Chairman's discretion;

4.2 Each individual or group (having appointed a spokesperson) who has indicated that they wish to speak in connection with an item on the agenda for the meeting may do so for up to three minutes each, or longer at the Chairman's discretion;

4.3 Any Member of the Authority who has declared a prejudicial interest in an item to be considered at a meeting may speak for up to three minutes each, or longer at the Chairman's discretion, having given notice in accordance with the provisions of this Schedule. The Chairman shall have discretion to waive the notice requirement where that Member was unable to give notice because he/she was unaware that a prejudicial interest would arise under that item.

Deleted: The member of the public may speak for up to 3 minutes, or longer at the Chairman's discretion. Where more than one person wishes to speak on the same matter, the total time of three minutes will be divided amongst those speaking. Where there are a large number of individual questioners who in the opinion of the Chairman appear to be concerned with the same subject matter, the Chairman may ask those concerned to nominate one of their number to pose the appropriate question. In such cases the Chairman will allow up to five minutes to enable the spokesperson to be appointed and the question formulated.

4.4 Any Member of the Authority who is not a member of a particular Committee and who has given notice that he/she wishes to speak at a meeting of the Committee may do so for three minutes, in accordance with the provisions set out in this procedure, as though that Member were a member of the public.

5. Where there are a large number of individual speakers who in the opinion of the Chairman appear to be concerned with the same subject matter, the Chairman may ask those concerned to nominate one of their number to ask the question, or present the statement or

Deleted: 5

petition. In such cases the Chairman will allow up to five minutes to enable the spokesperson to be appointed and the question formulated.

6. The time allowed for public and Member questions, statements and petitions at any meeting under these Standing Orders shall not normally exceed 20 minutes unless the Chairman directs otherwise.

7. In accordance with the Members' Code of Conduct, any Member who has spoken pursuant to paragraph 4.3 of this Schedule shall immediately afterwards leave the meeting and, for the avoidance of doubt, shall take no part in the debate or vote.

8. Any questions posed may be answered at that time without debate. If the matter raised is on the agenda for discussion later in the meeting it may be noted for consideration when the relevant agenda item is reached. The Chairman may allow a supplementary question wherever reasonable and appropriate, or in exceptional circumstances the Chairman may adjourn the meeting to allow views to be expressed more freely.

9. For the avoidance of doubt, in this Schedule "Chairman" shall mean the person presiding at the meeting of the Authority or any committee or sub-committee of the Authority in accordance with Standing Order 10.

**Deleted: ¶**  
6. Where there are a large number of questioners who in the opinion of the Chairman appear to be concerned with the same subject matter, the Chairman may ask those concerned to nominate one of their number to pose the appropriate question. In such cases the Chairman will allow up to 5 minutes to enable the spokesperson to be appointed and the question formulated.¶

**Deleted:** The time allowed for public questions at any meeting under these Standing Orders shall not normally exceed 20 minutes unless the Chairman directs otherwise.

**Part 2: Public Speaking at Planning Development Control Committee Meetings**

1. Any member of the public or Member of the Authority who is not a member of the Committee wishing to ask a question, make a statement or present a petition at a meeting of the Planning Development Control Committee must inform the Member Services section of the Authority at least two clear working days prior to the commencement of the meeting in writing, by e-mail or telephone. The notice must identify the agenda item and planning application number in question, and whether the person wishes to speak in support of or against an application or on behalf of a Parish or other Council. Deleted: make a statement
2. The Member Services section of the Authority shall inform the Chairman presiding at the meeting, before the commencement of that meeting, of all questions, statements and petitions notified by any member of the public. Member Services will produce a list of public speakers for all members of the Committee and relevant Officers for the Committee meeting. Deleted: statements  
Deleted: o
3. In the event that a speaker wishes to refer to a visual aid, it must be submitted to the case officer at least two clear working days before the meeting. The case officer will be responsible for ensuring the information is scanned into the Idox system, having verified the contents.
4. A representative from the Member Services section of the Authority will be available half an hour before the start of each meeting to meet public speakers and explain the procedure.
5. On each agenda item the planning officer will introduce the proposal with a short presentation.
6. The Chairman will then invite those members of the public and Members who have given prior notice to speak.
7. A total of three minutes is allowed for the Applicant or supporters of an application. Where more than one person wishes to speak in support of an application, the time must be shared between the speakers accordingly or they may select a single speaker to represent the group. No questions may be asked by the speaker(s) of the Officer or Members. Deleted: 3  
Deleted: o  
Deleted: m
8. The members of the Committee may then ask the speaker(s) any questions of fact.
9. A total of three minutes is allowed for the objectors to an application. Where more than one person wishes to speak against an application, the time must be shared between the speakers accordingly or they may select a single speaker to represent the group. No questions may be asked by the speaker(s) of the Officer or Members. Deleted: 3  
Deleted: o  
Deleted: m
10. The members of the Committee may then ask the speaker(s) any questions of fact.
11. A representative of a Parish Council who has given notice to speak in connection with an application may then address the Committee (no time limit). The members of the Committee may then ask the representative any questions of fact.
12. Any District and County Councillors who have given notice that they wish to speak in connection with an application may then speak for three minutes in total. The members of the Committee may then ask any questions of fact. Deleted: 3
13. Subject to paragraph 15 below, any Member of the Authority who has declared a prejudicial interest in an application to be considered at a meeting may speak at the meeting, having

given notice in accordance with the provisions of this Schedule. The Chairman shall have discretion to waive the notice requirement where that Member was unable to give notice because he/she was unaware that a prejudicial interest would arise under that item.

14. Subject to paragraph 15 below, a Member of the Authority who is not a member of the Committee and who has given notice that he/she wishes to speak at a meeting of the Committee in connection with an application may do so for a total of three minutes, in accordance with the provisions set out in this procedure.
15. A Member wishing to speak pursuant to paragraphs 13 or 14 above must indicate whether he/she wishes to speak in support of or against a particular application and must share the three minutes allowed for the appropriate category as though such Member were a member of the public.
16. The planning officer will then respond to any issues raised by the speakers.
17. The Committee will then ask questions and debate the proposal before reaching a decision.
18. There will be no further public speaking unless at the discretion of the Chairman.

- 3.1 All powers, duties and functions of the Authority as contained, mentioned or referred to in the statutory provisions from time to time in force governing the exercise of those powers, duties and functions which are described generally and specifically in the Terms of Reference of the Committee.
- 3.2 However, if the Committee is unwilling to approve an application made on behalf of the Authority, or wishes to impose conditions which are unacceptable to the Authority, the application shall be submitted to a meeting of the Authority for determination. The Director of Strategy and Planning shall prepare a report for the meeting.

#### **4. Terms of Reference and Functions of the Committee**

To determine all matters and applications for planning permission, lawful development certificates, footpath and bridleway creation, stopping up and diversion orders, advertisement consents, listed building consents, conservation area consents, tree work orders and hazardous substances consents under the Town and Country Planning Act 1990; the Planning (Listed Buildings and Conservation Areas) Act 1990; the Planning (Hazardous Substances) Act 1990; the Planning and Compulsory Purchase

Act 2004, the Town and Country Planning General Regulations 1992, the Habitat Regulations 1984 and any related or amended statutes, including the determination of any application involving a departure from the development plan.

To take appropriate decisions on breaches of planning control including the service of Enforcement Notices, Breach of Condition Notices, Stop Notices, Temporary Stop Notices and Injunctions under the Town and Country Planning Act 1990 and in respect of any contraventions under the Planning (Listed Buildings and Conservation Areas) Act 1990 and the Planning (Hazardous Substances) Act 1990, the Planning Compulsory Purchase Act 2004 and any related or amended statutes.