

SANDGATE PARISH COUNCIL

TERMS OF REFERENCE OF THE PLANNING COMMITTEE

DELEGATION FROM THE COUNCIL

1. These Terms of Reference were agreed by the full Council on 11th June 2013 and recorded in the minutes.

MEMBERSHIP

2. The Committee shall consist of a minimum of 6 and a maximum of 9 Councillors who shall be elected each year at the Annual Meeting of the Parish Council.
3. Existing Committee members are eligible for re-election.

PROCEDURES

4. The Committee will operate within Local Government law and within the Council's own Standing Orders and Financial Regulations.
5. The Committee shall, at its first meeting after the Council's Annual Meeting, elect a Chairman. It may, at that or any other time, elect a Vice Chairman.
6. Both the Chairman and Vice Chairman may stand for re-election.
7. The quorum of the Committee shall be a minimum of a third of all those entitled to attend and, in any event, no less than 3 Councillors.
8. The Council delegates, under section 101 of the Local Government Act 1972, all matters referred to in the section "Committee Functions" for decision by the Committee. Some Committee functions, however, are merely for consideration by the Committee and for Committee recommendations to be submitted to the next meeting of the full Council for decision.
9. All correspondence shall be conducted through the Clerk of the Parish Council wherever possible.
10. Minutes of all meetings are to be kept by the Clerk and the drafts will be sent to all councillors by email within two weeks of the meetings. The minutes shall include a record of all the planning applications considered and the decisions made.
11. The Committee will submit minutes of its meetings to the next Council meeting for ratification and/or for approval of recommendations.
12. The Committee will review its Terms of Reference twice yearly, at six month intervals.

FREQUENCY OF MEETINGS

13. The Committee will meet as the workload requires, with a minimum of 3 days clear notice given.

COMMITTEE FUNCTIONS

14. The Committee will **consider and make recommendations** to the Council on the following issues:

14.1 Statutory and non-statutory planning policy documents from whatever source.

15. The Committee will **decide** on behalf of the Council the following issues:

15.1 Planning applications sent by Shepway District Council and any other authorities and will communicate the decisions to the appropriate authority by the time limits specified on the applications.

15.2 Select from its membership a person, or persons, to represent the Council at site meetings, planning appeals, public inquiries, external steering groups etc, using the Committee's and/or Council's previously agreed and authorised comments. The representative will present findings to the Committee and/or full Council.

16. The Committee may canvas opinions for and against applications to assist with fair determination of applications. The Committee has an obligation to ensure that relevant parties are given an adequate hearing – applicants, as well as objectors, will have the opportunity to speak at meetings in accordance with the Parish Council Standing Orders.

17. Any controversial applications may be referred to the full Parish Council.

18. A time-sensitive response will be made by the Committee Chairman or Clerk following a majority decision by the Committee or Council.

19. Any six Councillors may request an application be deferred to a meeting of the full Parish Council in writing to the Clerk four working days in advance of the planning meeting.

20. Where an application is subject to an appeal, the Committee is **authorised** to make written representation or to elect a member of the Committee to attend the hearing.

Recommended by the Planning Committee on 4th June 2013

Agreed by full Council on 11th June 2013