



## **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 18<sup>th</sup> May 2026 and recorded in the minutes.

#### **MEMBERSHIP**

2. The Committee shall consist of six Councillors who shall be elected each year at the Annual Meeting of the Parish Council.

3. Existing Committee members are eligible for re-election.

4. As is the case with all committees, all councillors are appointed substitutes for this committee and up to two may be selected by the clerks in the event of known absences.

#### **PROCEDURES**

5. The Committee will operate within Local Government law and within the Council's own Standing Orders and Financial Regulations.

6. The Chairman of the Committee will be appointed by the full Council.

7. The quorum of the Committee shall be no less than three 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 normally 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 report on its meetings to the next Council meeting for ratification and/or for approval of recommendations.

## **FREQUENCY OF MEETINGS**

12. The Committee will meet as the workload requires, with a minimum of three days clear notice given. Meetings will normally take place in the evening before meetings of the Environment Committee or the full Council.

## **COMMITTEE FUNCTIONS**

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

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

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

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

14.2 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.

15. 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.

16. Any applications may be referred to the full Parish Council.

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

18. 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.

29. 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.