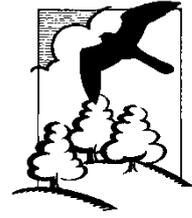


**TERMS OF REFERENCE FOR THE
PLANNING COMMITTEE**



A. DELEGATION FROM THE COUNCIL

Under the powers of the Local Government Act 1972 s.101 (Discharge of Functions) these Terms of Reference were agreed by the Parish Council at its meeting on **4th May 2021**

B. MEMBERSHIP

This Committee shall consist of six Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Parish Council.

C. PROCEDURES

- i) The Committee will operate in accordance with Local Government law and in accordance with the Council's Standing Orders and Financial Regulations.
- ii) At the first meeting of the Committee after the Annual Meeting of the Parish Council the Committee shall elect a Chairman and a Vice Chairman for the forthcoming year from amongst the Committee membership. The Chairman and Vice Chairman may be re-elected.
- iii) The Committee will submit its minutes to be received at the next meeting of the Parish Council.
- iv) The Committee will submit a budget to the Council for the forthcoming financial year not later than the end of December each year.
- v) The Clerk / RFO to the Council shall provide administrative support for the Committee.

D. FREQUENCY OF MEETINGS

- i) The schedule of meetings shall be agreed at the Annual Meeting of the Parish Council.
- ii) The Committee shall meet every three weeks or as required at 19:45hrs unless varied by agreement of the Committee.

E. PLANNING COMMITTEE FUNCTIONS

Hawkhurst Parish Council is a statutory consultee on planning applications within the Parish Boundary of Hawkhurst and can submit comments to the Planning Authority – Tunbridge Wells Borough Council. Hawkhurst Parish Council does **not** make planning decisions.

The Committee shall act to:

Hawkhurst Parish Council

- i) Consider planning applications within the Parish Boundary of Hawkhurst
- ii) Will consider representations for and against planning applications
- iii) Make a decision to support, object or abstain to the planning application
- iv) Report that decision as a formal consultation to Tunbridge Wells Borough Council to help them fully consider and make an informed planning decision.
- v) Consider Planning Appeals that fall with the Parish Boundary of hawkhurst
- vi) Consider what developer contributions are required and make S106 requests to Tunbridge Wells Borough Council
- vii) Review the NDP and make recommendations to Council as and when required
- viii) Oversee enforcement of planning conditions and report as required
- ix) Response to consultations with a planning focus
- x) Participate in training provided by TWBC or others as required
- xi) Review planning decisions
- xii) Categorise planning applications into the categories outlined in TWBC agreement
- xiii) Place their recommendations (if any) with written reports on non-delegated functions before the Council for approval.
- xiv) Report their activities to the next Council meeting

F. POWER AND DUTIES OF COMMITTEES

1. The acts and proceedings of every Committee shall be submitted to the Council for confirmation except where a Committee acts under powers delegated to it by or with the authority of the Council, when its act and proceedings shall be submitted for report only, although a minute may be "not received" as a mark of disapproval.

2. All powers listed in the terms of reference are delegated to the Committees except where there is a requirement to submit a recommendation to the Council. All delegated powers shall in any event, be subject to the condition that either a major departure in policy or principle or any major formulation of new policy or principle which would affect the use of the Councils resources or conflict with the provisions of

Hawkhurst Parish Council

a Councils policy plan shall be submitted to the Council. In all cases a committee exercising its delegated powers shall act in accordance with Standing Orders and Financial Regulations and shall give effect to any resolution of the Council upon matters of policy and principle but in case of doubt or difficulty, shall submit the matter concerned to the Council for approval.

3. In addition to any matters which are specifically delegated from time to time to any committee there shall be delegated subject to any statutory requirement, scheme or order, the following powers:-

- i) to authorise any urgent steps to be taken to defend any proceedings instituted against the Council in any court including the briefing of Counsel, payment of monies into court and settlement of actions upon such terms as may seem advisable;
- ii) to appoint representatives to attend annual conferences so long as provision in estimates is not exceeded.

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