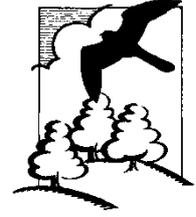


TERMS OF REFERENCE FOR THE PLANNING COMMITTEE



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 21st March 2022.

B. MEMBERSHIP

This Committee shall consist of no less than three and up to six Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Parish Council.

Councillors not elected onto the Committee can attend the Committee meeting as a member of the public or ask the Committee Chairman to speak on a specific agenda item/s at least one day in advance of the meeting.

Non- Councillors can be elected on to the Committee by a majority of the Committee. Non-Councillors do not have voting rights.

C. PROCEDURES

i) The Committee will operate in accordance with the Council's latest Standing Orders (especially in relation to the procedures of meetings) and Financial Regulations (especially in relation to Sections 10 and 11, to manage budgets delegated to the Committee by the Council)

ii) At the Annual Meeting of the Parish Council, the Parish Council 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 Chairman shall liaise with the Council Officers to ensure the Committee works within the Council's latest Standing Orders, Financial Regulations and Policies.

iv) The Committee shall consider reports using the agreed standard format and will submit its minutes to the next meeting of the Parish Council.

vi) If the Committee, consider a planning application to be of wider significance to Hawkhurst it can refer to Council for consideration.

vii) Three or more Councillors can call in for review the considerations of the Planning Committee on a planning application if they strongly disagree with the Planning Committee's recommended comments.

viii) The Committee will consider a budget in September each year (income, expenditure / projects) and submit a draft budget to the Council for discussion in October each year. Then submit their proposed final budget to Council not later than the end of November each year.

ix) The Clerk or RFO to the Council shall provide administrative support for the Committee.

x) If necessary to meet externally imposed timescales on planning matters, the Council delegates authority to the Clerk/Deputy Clerk and the Chairman of the Planning Committee (having consulted informally with other committee members where possible) to provide a response on behalf of the Council.

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 as per published meetings schedule unless varied by agreement of the Committee.
- iii) The Committee can set up Sub-Committees or Task and Finish Group of two or more Councillors to research, investigate a specific issue. They do **NOT** have any decision making powers and must report back to 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:

- 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 Hawkhurst Parish Council