

Meopham Parish Council Planning Committee Terms of Reference

Approved by Full Council – 23.05.2017

1. Objective

1.1. The Planning Committee is established to consider matters and make observations to the relevant body on matters associated with planning applications only.

2. Membership

2.1. The Committee shall consist of all members of the parish council.

2.2. The Chairman and Vice Chairman will be elected at the Annual Council Meeting in May.

2.3. The Quorum for a meeting will be a minimum of four Councillors.

3. Meetings

3.1. The Committee will meet at least once a month.

3.2. The Parish Council will produce a Schedule of Standing Committee Meetings at its Annual Council Meeting in May.

3.3. The Committee will have no meeting in August unless for urgent business.

4. Voting

4.1. The Councillors' Code of Conduct will apply to all members of the Committee.

4.2. The conduct of the meetings (declarations of interest, debate, voting etc) will be governed by the Council's Standing Orders.

4.3. Decisions will be taken by a majority vote.

5. Rights and Powers

5.1. The Committee will have limited delegated powers to:

Take action on behalf of the Council on the matters specified in 6.1

5.2. The Committee may appoint appropriate sub-committees or working group(s) and their members to facilitate the work of the committee unless previously appointed by the council.

5.3. The Committee may convene special meetings in accordance with the Council's Standing Orders

5.4. The Committee may delegate actions to employees, as per appendix 1, to be carried out in consultation with the Chairman and Vice Chairman of the Committee.

6. Responsibilities

6.1. The Committee is to take action on behalf of the council on the following:-

- Consider and make representations to the Local Planning Authority on planning applications and other related applications consultations

6.2. To advise the Council on the following:-

- Planning procedures and appeal processes

7. Training

7.1. Members of the Committee are encouraged to attend training as appropriate for the Planning Committee