

## **Meopham Parish Council Planning Applications Standing Committee Terms of Reference**

### **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

### **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

Reviewed and approved : 23.05.2018