

## **PLANNING COMMITTEE**

### **Terms of Reference**

#### **Delegation from the Council**

These Terms of Reference were agreed by the Parish Council at its meeting held on **9<sup>th</sup> May 2022** and recorded in the minute number **8 (a)**.

#### **Membership**

The Committee shall be elected, and may be re-elected, at the Annual Meeting of the Council.

#### **Procedures**

(1) The Committee shall operate in accordance with the Council's Standing Orders and the Guidelines on Procedure at Meetings of the Planning Committee adopted by the Council on 7th February 2005.

(2) At the first meeting of the Committee after the Annual Meeting of the Parish Council, the Committee shall elect a Chairman and, if the Committee deems necessary, a Vice Chairman for the forthcoming year from amongst the Committee membership. The Chairman and Vice Chairman, if appointed, may be re-elected.

(3) The Committee shall submit its minutes for adoption to the next meeting of the Parish Council.

(4) The Clerk or Assistant Clerk shall provide administrative support for the Committee.

#### **Committee functions**

(1) To respond on behalf of the Council to requests from the local planning authorities for comments on planning applications, tree preservation orders and breaches of planning control.

(2) Where appropriate, prepare for the Council, grounds for supporting the local planning authority in any planning appeals against refusal of planning permission.

(3) To advise the Council on all planning matters including changes to the Sevenoaks District Local Plan.

(4) To respond on behalf of the Council to applications for the grant and/or transfer of Personal and Premises Licences and Gaming Permits

(5) To respond on behalf of the Council to consultation documents from any appropriate Government body and other local Councils.

#### **Delegated Powers**

(1) To determine and submit the Council's observations on planning applications, applications concerning tree preservation orders and breaches of planning control.

(2) To undertake such action, publicity and consultations considered necessary to provide residents with an opportunity to make representations on planning applications and other planning matters.

(3) To appoint working groups to research and advise the Committee on planning applications and appeals.

(4) To determine and submit the Council's comments on applications for the grant and/or transfer of Personal and Premises Licences and Gaming Permits.

(5) To determine and submit the Council's comments on consultation documents from any appropriate Government body and other local Councils.

***As approved by Council at its meeting on 9<sup>th</sup> May 2022***