

## **Boughton Malherbe Parish Council – Planning Committee**

### **TERMS OF REFERENCE:**

**Approved by Full Council 5<sup>th</sup> September 2022**

#### **1. Committee**

The Planning Committee is constituted as a Standing Committee of Boughton Malherbe Parish Council.

#### **2. Members**

All Councillors are permitted to attend and vote with three members of the Planning Committee constituting a quorum.

#### **3. Voting**

In the case of an equal vote the chairman shall have a second or casting vote

#### **4. Interests**

If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council, then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.

N.B. If a Member who has declared an interest then considers the interest to be disclosable pecuniary, he/she must withdraw from the room during consideration of the agenda item to which the interest relates

#### **5 Chairman**

The Chairman to be elected annually by the full Council at the Annual Meeting of the Council.

#### **6. Meetings**

The Committee will meet as the required, with a minimum of three clear days' notice given

#### **7. Terms of Reference**

The Committee may review its Terms of Reference and make appropriate recommendations to Full Council.

#### **8. Planning Applications**

A record of all planning applications and the responses shall be noted in the minutes of meetings.

#### **9. Responsibilities**

**a)** Overall, the Committee has delegated executive powers to consider all planning applications pertaining to Boughton Malherbe Parish and to respond to Maidstone Borough Council Planning Authority.

**b)** The Planning Committee may canvas opinions for and against applications to assist with fair determination of applications. The Committee has an obligation to ensure that relevant parties are given an adequate hearing – applicants, as well as objectors, will have the opportunity to speak at meetings in accordance with the Parish Council Standing Orders.

**c)** Where an on-site meeting is arranged, it will be subject to the prior approval of the Chairman or Vice-Chairman. A Committee member will then present findings to the Committee.

**d)** Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing.

e) All correspondence shall be conducted through the Clerk of the Parish Council wherever possible.

**10. Meeting Duration**

The Planning Committee Meeting be for a maximum of 2 hours, with any unfinished business being taken at the beginning of the next Planning Committee Meeting. In exceptional circumstances the meeting may be extended at the discretion of the Chairman.

**11. Minutes**

All Minutes shall be open for inspection by any Member of the Parish Council or Public.

**12. Admission of the Public and Press**

The Public and Press may be admitted to all meetings. If required they may be temporarily excluded by means of a special resolution as follows: "In accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item".

**13 Training**

All members to attend a planning training session within a year of appointment and further training at least every four years.

Amended September 2022