

# **Boughton Monchelsea Parish Council**

## **Terms of Reference – Planning Committee**

### **Members**

- The Chairman and Members of the Committee shall be appointed at the Annual Meeting of the Council.
- Co-opted Councillors may join during the year if authorised by the Parish Council.
- Three members of the Committee shall constitute a quorum for meetings.

### **Meetings**

- Meetings shall be held as necessary to meet the deadline imposed by the Local Planning Authorities.
- Minutes of all meetings will be recorded by the Parish Clerk or any member nominated at the meeting and circulated before the next Planning Meeting. All planning applications and response shall be noted in the minutes of subsequent Planning Meetings. Details of eventual outcomes of applications shall be recorded in the minutes of Full Council meetings.
- If the numbers of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum the meeting shall be adjourned and any business not transacted shall be transacted at the next meeting or on such other day as may be arranged.

### **Decision / Delegated Powers**

- To consider and respond to all applications for planning permission, planning appeals and licences referred to the Parish Council by the Local Planning Authorities;
- To identify, comment upon, and refer to the relevant authorities any matters considered to be in breach of planning permission;
- To comment upon and monitor matters relating to Tree Preservation Orders and to seek approval for further TPOs if deemed necessary;
- To respond to all relevant consultation documents relating to planning and associated planning matters;
- The Committee is authorised to establish sub-committees and working groups, and to appoint advisors as and when necessary to assist in its work.

### **Review**

These terms of reference are to be reviewed annually at the Annual Meeting of Boughton Monchelsea Parish Council