

MINSTER PARISH COUNCIL (MPC)

PLANNING, HIGHWAYS & TRANSPORTATION COMMITTEE

STANDING ORDERS & TERMS OF REFERENCE

- 1) The Planning, Highways & Transportation Committee is a committee of Minster Parish Council.
- 2) All meetings shall be conducted in the manner as prescribed for Full Council meetings in the Minster Parish Council Standing Orders as in force at the time.
- 3) The following exceptions apply ;
 - i) The Committee shall consist of at least 4 members.
 - ii) To be quorate the meeting must have 3 members present.
 - iii) On the first meeting in an Election Year the Committee will review their Standing Orders and Terms of Reference. They will then report back to the next Full Council meeting on any changes they feel are necessary and ask for those changes to be ratified by Full Council.
 - iv) If at any time The Committee feel they need to make any changes to their Standing Orders and Terms of Reference. They will then report back to the next Full Council meeting on any changes they feel are necessary and ask for those changes to be ratified by Full Council.
- 4) The Committee will set out a schedule at the beginning of the year to meet once a month.
 - a) If there are no Planning, Highways or Transportation agenda items to discuss and decide upon, a meeting may be cancelled, decided upon by the Chairman following email communication.
 - b) Regardless of the above, the Committee will meet no less than twice a year.
- 5) The Committee shall elect its own Chairman and Vice-Chairman once a year on the meeting immediately after the May Annual Meeting of Full Council. In the event the meeting is unable to decide who to elect as Chairman then the matter will be referred to Full Council for them to make a decision.
- 6) The Committee can seek to co-opt any member of the public they think will be of benefit to the work of the Committee to sit as a member of the Committee. That person will not have voting rights on the Committee. Should a matter be discussed that is of a nature that the public, by resolution, would be asked to leave a meeting then that person must be asked to leave the room whilst the matter is discussed.
- 7) The Committee will perform the following on behalf of Full Council ;
 - a) formulate policies on behalf of the Council to enable the Clerk to monitor everything concerning the physical environment of the area covered by M.P.C. relating to planning, highways, pavements, public rights of way, byways and other transport and travel related issues.
 - b) formulate policies on behalf of the Council to enable the Clerk to monitor the rail situation within the Village and to ensure that any strategic rail issues that

could impact upon the existing or future rail service are considered and commented upon.

- c) to keep under review existing bus service requirements to ensure that Villagers have an adequate bus service to the Thanet towns.
- d) to make recommendations to Full Council on any representations that M.P.C. should make regarding improvements and amendments to public highways or services and highway related matters.
- e) Scrutinize all planning applications made within the area covered by MPC.
- f) Scrutinize any planning applications that are on other areas but which may impact on the area covered by MPC.
- g) Make recommendations to Full Council, or on behalf of Full Council, as to whether the application should be; Supported (with or without comments); Objection (with comments); No Objection offered or Called In.
 - * DEVOLVED AUTHORITY – Where the Planning Application is subject to time constraints for comments which mean that a Full Council meeting will not be held before the deadline for comments then The Committee have the authority of Full Council to do any of the following ;
 - i) Call an Extra-Ordinary Meeting of Full Council to consider the matter.
 - ii) Ask any District or County Councillor (as appropriate) to “Call In” the application.
 - iii) Make representation to the relevant authority requesting an extension to the consultation dates.
 - iv) Ensuring they comply with any Planning Policy of MPC, make a response on behalf of MPC, reporting such response to the next available Full Council Meeting.
 - v) If an application requires an urgent response or simply requires a response of a technical nature then the Chairman , or Vice-Chairman in his absence , may make a response to the relevant Planning Authority. The response made being reported to the next Full Council Meeting.
- h) The Committee will carry out any site visits it feels are necessary to assist it in its deliberations.
- 8) The Committee will keep a record of all outstanding matters. Each outstanding matter will have a record made of all calls made, letters or emails sent/received etc.
- 9) The outstanding matters list will form a standing agenda item for each meeting until the matter is closed.
- 10) The Chairman or Vice Chairman will give a monthly update to Full Council on any planning, highways and transport matters recently decided, applied for or subject of a pre-application enquiry.