



## Boughton Aluph and Eastwell Parish Council Planning Committee Terms of Reference

### Principles

- Decisions on representations to be made to the planning authority will routinely be made at Full Council.
- Full Council retains veto.
- All decisions of the planning committee to be communicated to Full Council.
- The Planning Committee works in consultation with Full Council.

### Delegated Powers

- To make written and oral representations on behalf of the Parish Council to (but not limited to) Ashford Borough Council, Kent County Council, the Planning Inspectorate and external bodies or developers. Delegated powers to be exercised in consultation with Council.

### Membership

- 3 Councillors and Chairman (ex officio)
- Clerk to attend (to minute, record decisions and advise as required).
- Members to be elected annually at Annual Meeting of the Parish Council.

### Quorum

- 3 members of the Planning Committee

### Meetings

- To be held in public, agenda to be published with three days clear notice.
- Meetings to be called if required to respond in a timely manner to applications, or regarding other planning functions not being carried out by full council.
- Chairman of the Committee is to be elected annually at the first meeting after the Annual Parish Council Meeting (or otherwise at the start of any meeting if the Chairman is not present).

- Members of the public may make representation on planning applications as at Council meetings (subject to the timing rule in place). Representations are only to be made before discussion of the application begins, but questions may be asked of an applicant if required by the Committee.
- The Committee may invite external experts to advise, either in person or in written form should it be necessary for a better understanding of the subject matter. Invitation to be made in consultation with Council.

## Functions

- Members to read planning applications in advance of Parish Council or Planning Committee meetings in the light of policies contained within the Local Plan, Neighbourhood Plan, National Planning Policy Framework, other relevant planning documents and comments of the Planning Inspectorate where relevant. Policy references will assist in decision making by the Parish Council (or Planning Committee if delegated).
- To highlight to the Parish Council applications of local importance.
- To highlight where any further information is required / is missing from an application.
- To carry out delegated planning functions from the Parish Council where necessary.
- To respond to external consultations on the PC's behalf where necessary and delegated.
- To appoint a representative (of committee or otherwise) to speak at planning committee, planning examination or planning appeal where necessary. Appointment to be in consultation with Council.
- Consider any section 106 requirements to be suggested to the Planning Authority.

## Notes

All Parish Councillors should continue to make themselves aware of the details of applications being considered, and be aware of planning developments and consultations.

Committee members should make themselves familiar with the Local Plan, Neighbourhood Plan and National Policy Planning Framework and any relevant reading and updates to local or national policy.

Committee members and Councillors should follow guidance if meeting developers such as described in GN-97 – Engaging Local Councils in Pre-Planning Discussions (SLCC), and refer to [Ashford Borough Council Parish Council Protocol for pre-application discussions.](#)

Committee members should ideally undertake module P101: Planning for Local Councils: An Introduction Module and take up other training opportunities where possible, such as the annual KALC Planning Conference or similar.

Committee members and Councillors should follow guidance if meeting developers, such as described in GN-97 – Engaging Local Councils in Pre-Planning Discussions (SLCC), and refer to [Ashford Borough Council Parish Council Protocol for pre-application discussions.](#)

All Councillors should be aware of the need not to pre-determine the response to an application, or be seen to pre-determine the response to an application to be made to the Planning Authority. In usual circumstances, the appropriate forum for discussion and decision is a meeting in public of Full Council or Planning Committee. n.b. It is useful to note all relevant policies and available information that may be relevant in consideration of an application so that it can be part of the information available to the Council/Committee at the meeting.

Adopted 17<sup>th</sup> May 2023