



## **LYMINGE PARISH COUNCIL**

### **TERMS OF REFERENCE PLANNING AND LICENSING COMMITTEE**

Agreed on: 13.05.24

Review due: By June 2025

#### **DELEGATION FROM THE COUNCIL**

1. These Terms of Reference were agreed by the Full Council on 13th May 2024.

#### **MEMBERSHIP**

2. The committee will have a minimum of four members.
3. Membership to the committee will be decided at the Annual Meeting of the Parish Council.
4. Existing committee members are eligible for re-election.
5. Should membership fall below the minimum number, the Full Council may appoint substitute members in the interim.

#### **PROCEDURES**

6. The committee will operate within Local Government law and the council's own Standing Orders and Financial Regulations.
7. The Chair of the committee will be appointed at the Annual Meeting of the Parish Council.
8. The quorum of the committee shall be no less than three councillors.
9. All councillors will be given the opportunity to input their views on all planning applications.
10. The Council delegates power, under section 101 of the Local Government Act 1972, to all matters referred to in the section "Committee Functions".
11. Some Committee functions are merely for consideration by the Committee. Committee recommendations should be submitted to the next meeting of the full Council for decision.
12. All correspondence shall be conducted through the Clerk of the Parish Council wherever possible

13. Minutes of all meetings are to be kept by the Clerk (or a member of the committee when the Clerk is unavailable).
14. Draft minutes will be sent to all councillors by email within two weeks of the meeting.
15. The minutes shall include a record of all the planning applications considered and the decisions made.
16. Agreed comments will be submitted by the Clerk. If the Clerk is unable to submit comments they may request for comments to be submitted by a member of the committee.

## **FREQUENCY OF MEETINGS**

17. The committee will meet every three weeks unless there is no application to discuss.
18. A minimum of three clear days' notice will be given when meetings are to take place.

## **COMMITTEE FUNCTIONS**

19. To consider planning and licensing applications sent by Folkestone and Hythe District Council or other authorities.
20. To adhere to the time limits set out by the requesting authority.
21. To select from its membership a person, or persons, to represent the council at site meetings, planning appeals, public inquiries, external steering groups etc, using the committee's and/or council's previously agreed and authorised comments. The representative will present findings to the committee and/or full council. This point includes when applications are called to committee.
22. The 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 Standing Orders.

## **OTHER FUNCTIONS**

23. When appropriate, the committee will consider and make recommendations to the full council on statutory and non-statutory planning and licensing policy documents.
24. When appropriate, and with the prior agreement of the full council, the committee will engage with other local authorities to discuss local and national planning policy, local planning related issues and other planning/licensing adjacent topics that may arise.
25. To consider and make recommendations to the full council on any changes to these terms of reference that might be required to enable the committee to better carry out its mission.