

RE: NALC GOVERNANCE TOOLKIT FOR PARISH COUNCILS

Parish councils have a wide flexibility as to the number of committees appointed and their terms of reference. Clear and certain written terms of reference confirm the nature, extent and limitations of the duties or powers which have been delegated.

It is important that any delegation arrangements are regularly reviewed to ensure that they meet the needs of the parish council in changing circumstances. The scope of any delegation, including any limitation, should be reviewed to ensure the arrangements are efficient.

Terms of Reference

1. To make recommendations to the council in relation to any arrangements between the parish council and the Ashford Planning Authority about the involvement of the parish council in the development of local planning policies.
2. To make representations to the Local Planning Authority on the applications referred to the parish council for comment and on any other planning matter that may affect the parish.
3. To refer such representations as may, in the opinion of the committee, be regarded as being controversial, to the whole Council for ratification.
4. Ensuring always when making recommendations and representations to the Planning Authority, that those recommendations or representation do not conflict with already agreed policies of the Parish Council.

Membership

Will comprise of 4 Members of the Council.

Quorum

The quorum of the Committee shall be 3 Members all present and voting.

Chairman.

The Chairman will be elected at the first meeting of the Planning Committee each year.

Meetings

Will normally precede the Parish Council meeting and be publicly advertised as such giving 3 clear days of the applications to be considered.

Should a Planning Application be received, that requires a representation or recommendation being made to the Planning Authority, prior to the next available meeting of the Planning Committee, an extra ordinary Planning Committee will be called ensuring, always, the agenda is made available to the public 3 clear days before the extra ordinary Committee meeting takes place.

Members of the public in attendance shall be given the opportunity to speak for or against any proposal. Each person speaking will be limited to a period not exceeding 3 minutes; before consideration of applications.