



## **LIMPSFIELD PARISH COUNCIL PLANNING COMMITTEE**

### **TERMS OF REFERENCE**

#### General

The Parish Council's Standing Orders and Code of Conduct shall apply to the planning committee (the "Planning Committee" or the "Committee") and its members.

Nothing in these terms of reference shall prevent the Parish Council from dealing with any matter that might otherwise be dealt with by the Committee.

To allow planning applications made to Tandridge District Council (or any similar body) that directly or indirectly affect the Parish of Limpsfield (a "Planning Application(s)") to be considered on a timely basis, planning applications will be considered at the Parish Council meeting or at the Planning Committee meeting. Planning Applications considered at the Parish Council meeting will be considered and determined by the Parish Council in accordance with its Standing Orders. Planning Applications considered by the Planning Committee will be determined by the Planning Committee except as set out in the paragraph headed "Committee Membership and Voting" below. Any determination by the Committee will be reported at the following Parish Council meeting and recorded in the minutes of that meeting.

#### Purpose

To make decisions on behalf of and recommendations to the Parish Council on responses to consultations from Tandridge District Council on individual Planning Applications and planning appeals;

To represent the Parish Council at any Tandridge District Council Planning Committee meeting at which a Planning Application located in or relevant to the Limpsfield Parish is being considered;

To undertake periodic reviews of planning decisions affecting the Parish of Limpsfield and report to the Parish Council;

To review the impact of new and emerging planning policies on the Tandridge Local Plan and the Limpsfield Neighbourhood Plan and make recommendations to the Parish Council;

To oversee the preparation of a Conservation Area Assessment and Management Plan for the Limpsfield Village Conservation Area, in accordance with a timescale and financial framework agreed by the Parish Council;

To oversee a review of heritage assets across the Parish, in accordance with a timescale and financial framework agreed by the Parish Council; and

To undertake such other tasks as may from time to time be referred to it by the Parish Council.

## Planning Committee Meetings

Planning Committee meetings will be held on the 4<sup>th</sup> Tuesday of each month (or such other date as may be advised to members of the Committee with reasonable notice). Meeting agendas and minutes will be prepared and published in accordance with the practices of the Parish Council. Planning Committee agendas and minutes will be circulated to all Parish Councillors.

Members of the public shall be entitled to make written representations to the Committee or the Parish Council on agenda items and may speak at a meeting of the Committee or the Parish Council with the permission of the Chair.

## Committee Membership and Voting

Membership of the Committee shall be three Parish Councillors and at least one co-opted member with relevant experience in development planning or a related area, to be appointed annually at the annual meeting of the Parish Council. A Chair will be appointed at the first meeting of the Planning Committee following the annual meeting of the Parish Council.

A quorum shall be three members of the planning committee, with at least two members being Parish Councillors. A vote shall be carried with two parish councillors. In the event of a split vote the Chair's vote will be final, unless any voting member requests that the matter be referred for determination by the Parish Council as allowed for hereunder.

In the event that one or more Parish Council members are unable to attend a Committee meeting, the Committee Chair may nominate a Parish Councillor(s) to deputise for the absent Committee member(s), to ensure the necessary quorum for the Committee meeting. In the event of there being no quorum for voting purposes at any meeting, for matters that need timely consideration the chairman can consult with members of the Committee by email and seek a quorum for voting purposes, which should then be ratified at the first opportunity (e.g. Parish Council Monthly Meeting).

All Committee members (including those nominated to deputise for an absent Committee member) will be voting members of the Committee. Only members (or their deputies) of the Committee may vote on agenda items but other Councillors may attend meetings of the Committee in that capacity and may speak with the permission of the Chair but shall not be entitled to vote (unless acting as a deputised member of the Committee).

All decisions and/or determinations of Planning Applications made at a meeting of the Committee put to a vote will be decided by a simple majority of those Committee or Parish Council members entitled to vote. In the event of an equality of votes the Chair of the meeting may exercise his/her casting vote whether or not he/she gave an original vote.

Any Parish Councillor, whether attending a Planning Committee meeting or not, may require that any matter (but in particular concerning any Planning Application) that can be determined by the Committee shall instead be referred for determination by the Parish Council. Any such requirement to be advised to the chairman of the Committee in a timely fashion.