

WOULDHAM PARISH COUNCIL
Planning Committee

TERMS OF REFERENCE

Approved by Wouldham Parish Council on July 2nd 2019

1. MEMBERSHIP

- 1.1 The Committee shall consist of **3** Parish Councillors, one of whom will be the Chairman of the Parish Council, who shall be elected each year at the Annual Meeting of the Parish Council.
- 1.2 Existing Committee members are eligible for re-election.
- 1.3 The Committee may, at its discretion, invite non- Councillors whose expertise and knowledge will be beneficial to Committee deliberations.

2. MEETINGS

- 2.1 The Planning Committee will make its decision within the Parish Council meeting unless a significant number of applications requires a separate planning meeting. A quorum for a meeting will be a minimum of three councillor members.
- 2.2 Planning applications will be distributed to each committee member prior the meeting for comment.
- 2.3 All decisions of the committee shall be determined by majority vote at the Parish meeting. The Chairman has the casting vote when there are equal numbers of votes.

3. REMIT OF THE PLANNING COMMITTEE

- 3.1 The Committee has delegated powers from the full council to comment on applications on behalf of the Council.
- 3.2 All Wouldham Parish Council members are notified of applications to be heard.
- 3.3 The Committee will consider each application on its merits.
- 3.4 The Committee whilst considering the views of residents and other interested parties, is not duty bound to pass on these views when making its decision, they may submit a budget to the Council as part of the Council's overall budget process.
- 3.5 All Committee decisions will be recorded in the Parish Council minutes.