

WALMER PARISH COUNCIL TERMS OF REFERENCE FOR THE PLANNING COMMITTEE

MEMBERSHIP

- The Planning Committee shall consist of at least SIX Councillors (plus the Chairman and Vice Chairman of the Parish Council, unless they signify that they do not wish to serve) who shall be elected, and may be re-elected each year at the Annual Meeting of the Parish Council.
- All Councillors will receive papers for committee meetings and have the right to attend meetings and speak but not vote on Agenda Items.

PROCEDURES

- The Committee will operate in accordance with Local Government law and in accordance with the Council's Standing Orders.
- At the first meeting of the Committee after the Annual Meeting of the Parish Council the Committee shall elect a Chairman and Vice Chairman for the forthcoming year from amongst the Committee membership. The Chairman and Vice Chairman may be re-elected.
- At the first meeting of the Committee after the Annual Meeting of the Parish Council the Committee shall nominate two members of the committee to receive details of planning applications in each of the three areas within the Parish namely: - Lower Walmer (St Saviours + Gladstone), Lower Walmer (Wellington) and Upper Walmer [The areas will be based on ward boundaries but may be varied for practical purposes]. These representatives will be responsible for distributing notification letters produced by the Parish Office. [See below]
- The Committee will submit minutes of meetings for ratification to the next meeting of the Parish Council.
- The Committee will submit a budget (if required) to the Council for the forthcoming financial year at the appropriate meeting (normally November).
- The Clerk to the Council or an appropriate officer shall provide administrative support for the Committee.
- Decisions will be based on a simple majority vote of members present at the table. This decision will be binding on all members who have not declared a prior interest and absented themselves from the decision-making process. Any member at the table may request that their disagreement with the decision be recorded in the minutes.

FREQUENCY OF MEETINGS

- The Committee shall, normally, meet fortnightly on Tuesdays at 7.00pm unless varied by agreement of the Committee.

COMMITTEE FUNCTIONS

- To determine the Council's response to consultations on planning applications from Dover District Council and Kent County Council.
- To distribute letters of notification to applicants and neighbouring properties informing them of planning committee meeting discussions
- To determine the Council's response to statutory and non-statutory planning policy documents.
- To select from its membership a person or persons to represent the Council's previously agreed views at site meetings, public enquiries etc.
- To issue publicity notices concerning the committee's meetings and activities
- To monitor applications and determine the Council's response to tree works in the Parish

- To highlight the relevant Design Principles contained within the Walmer Design Statement when returning responses to applications within the Parish)
- To discuss and make recommendations to the Council on other matters delegated to the committee currently:-
 - a) Highways & Transport Issues
 - b) Road Safety
- To nominate appropriate liaison officers, representatives or sub-committees to facilitate the work of the committee
- To undertake any other functions as may be required by Council.

NOTIFICATION PROCEDURES

- For all small scale planning applications members of the Committee will notify through the distribution of a standard letter at least one property on each side of the applicant where a common boundary is shared. Notification of additional properties will be at the discretion of the area representative depending on circumstances and the scale of the development. Standard letters will also be distributed to applicants by post from the Parish Office.
- Large developments such as the Former Royal Marines School of Music will be dealt with by the committee as a whole, and if necessary be referred to full Council.