

ASH-CUM-RIDLEY PARISH COUNCIL
Planning Applications Working Group - Terms of Reference

1. Objective

The Planning Applications Working Group is established to provide advisory recommendations to the Clerk in the drafting of responses to Sevenoaks District Council on planning applications received.

2. Membership

- The Working Group shall consist of all members of the parish council.
- The Chairman of the Planning Applications Working Group shall be the Vice-Chairman of Council. In the absence of the Vice-Chairman of Council, the Chairman of Council shall preside. If both are absent, the Working Group shall elect a chairman for that meeting only from those present
- The quorum for a meeting will be a minimum of 3 Councillors.

2 Meetings

- The Working Group will meet at least once a month, except August.
- The Parish Council will produce a Schedule of Committee and Working Group Meetings at its Annual Council Meeting in May.
- The Working Group will have no meeting in August unless for urgent business, the decision to call a meeting in August will be determined by the Clerk, in consultation with the Chairman of the Working Group (Vice-Chairman of Council)

3 Voting

- The Councillors' Code of Conduct will apply to all members of the Working Group
- The conduct of the meetings (declarations of interest, debate, voting etc) will be governed by the Council's Standing Orders.
- Decisions will be taken by a majority vote.

4 Rights and Powers

- The Working Group has no delegated powers.
- The Clerk and Deputy Clerk under s101 of the Local Government Act 1972 have delegated authority to respond to planning applications received from Sevenoaks Borough Council, Kent County Council or any other authority. This will be done in consultation and following recommendations from the Working Group.

5 Training

- Members of the Working Group are encouraged to attend training as appropriate for the Planning Applications Working Group