



Terms of Reference

Planning Committee

1. To consider planning policies, applications and planning matters referred to Bearsted Parish Council (BPC), or which come to BPC's attention, from Central Government, KCC, MBC, developers and the general public. This shall include consultations in relation to planning matters. To respond to such issues within requisite timescales, based on all relevant policy guidelines.
2. To consider any relevant planning matters of concern to BPC and to take any appropriate action to either investigate, progress or resolve such issues.
3. To formulate and enact BPC planning policies and guidance, as required.
4. To have delegated power to respond to, or to take up with, KCC, MBC, or any other party any planning matter considered of interest in the Parish.
5. To attend any appropriate planning-related meetings when it is necessary for the views of; the Parish Council to be conveyed in person. Except as provided for in paragraph 6 below, attendance shall be any member of the committee (usually the Chairman) or the Clerk.
6. To attend any meeting that is requested by a developer to obtain pre-application advice. Attendance shall be a minimum of three committee members. Such meetings are to be recorded in minutes or as a record of decisions. Outcomes are to be conveyed to all members of the Planning Committee or Full Council as appropriate.
7. When necessary, to recommend appointing a planning consultant or legal assistance lawyer to assist with major or serious planning issues. Any such appointment shall require ratification and funding approval by Full Council.
8. To prepare and make planning appeal statements or representations and attend planning inquiries or hearings as required. Attendance shall be by a member of the Committee (usually the Chairman) or the Clerk, or, if appointed, a planning consultant/lawyer.

Approved by Full Council

Signed Chair:

Dated: