

Meopham Parish Council

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Planning Applications Working Group – Terms of Reference

1. Objective

- 1.1** The Planning Applications Working Group is established to provide advisory recommendations to council officers in response to planning matters received via planning applications, appeal notifications, enforcement reports and decision notices.

2. Membership

- 2.1** The Working Group shall consist of the Chairman of the Council and seven members of the parish council (as agreed at the last FC meeting for the interim period).
- 2.2** The Chairman of the Planning Applications Working Group will be operated on a rotating basis amongst members.
- 2.3** The quorum for a meeting will be a minimum of three Councillors.

3. Meetings

- 3.1** The Working Group will meet at least once a month, except August.
- 3.2** The Parish Council will produce a Schedule of Committee and Working Group Meetings at its Annual Council Meeting in May.
- 3.3** 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 Council
- 3.4** Each working Group meeting will have the following regular agenda items;
- To consider planning applications received and agree recommendations.
 - To receive an update on planning enforcement cases
 - To receive decision lists from GBC for the preceding month
 - To note the Working Group chairman for the forthcoming month
- 3.5** The Working Group will ordinarily hold its meetings via Teams. Members of the public will be permitted to join the meeting via the Teams link provided on the meeting agenda
- 3.6** In the event of an application being received constituting large-scale development within the parish, or in the event of needing to make a recommendation on a draft Local Plan, the Working Group will meet face-to-face to enable greater levels of public engagement
- 3.7** The meetings will be attended by a clerk.

4. Voting

- 4.1** The Councillors' Code of Conduct will apply to all members of the Working Group
- 4.2** The conduct of the Working Group meetings will be governed by the Council's adopted Standing Orders.
- 4.3** Recommendations will be made through a majority vote of the Working Group.

5. Rights and Powers

- 5.1** The Working Group holds no delegated powers as it is not permitted to hold them under S.101 of the Local Government Act 1972.
- 5.2** The Clerk, Deputy Clerk and Assistant Clerk are granted delegated authority under S.101 of the Local Government Act 1972 to respond to planning applications, appeal notifications and enforcement reports received from

Gravesham Borough Council, Kent County Council, the Planning Inspectorate, or any other authority. This will be done in consultation with and following recommendations from the Working Group.

- 5.2.1 As per the Council's adopted Scheme of Delegation, in the event that a time extension cannot be provided to allow consideration at a meeting the Clerk, Deputy Clerk and Assistant Clerk are authorised to submit a comment in consultation with one of the councillors representing the ward the application is from.

6. Training

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

Date of Adoption	Review Cycle	Date of Next Review
FC – 21.01.25	Annual	ACM – 2025