****

**HEVER PARISH COUNCIL (HPC) PLANNING COMMITTEE (PC)– TERMS OF REFERENCE**

* The Committee has executive powers, to be exercised in accordance with the law, the Council’s Standing Orders, Financial Regulations and any approved policy framework.
* The following matters are delegated to this Committee to make decisions on behalf of HPC**. The Council may at any time, following resolution, revoke any delegated authority.**
* **The Committee may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council.**
* **The Council / Committee is a *consultee*.**

**1.** Membership shall be determined each year at the AGM of HPC at which time, the Chairman for the year will be elected.

**2.** At the first meeting of the PC following the AGM, a Deputy Chairman shall be elected.

**3.** The PC will consist of 4 or more members. A quorum is 3 members. In the event of a vacancy, the committee can co-opt any other Cllr (Power under its S101 delegation to recruit new members).

**4.** The PC will meet a minimum of 4 times a year with the meeting dates decided by the PC. These meetings may immediately precede the full Council meeting.

**5.** As in any meeting, where there is a conflict of interest or pecuniary interest in the application, the Cllr. must exclude themselves from discussions / involvements in the process and this be documented. See HPC standing orders for other conduct matters.

**6**. It is the PC Chairman’s decision if a site visit is required.

**7.** Where members of the PC do not have prior qualifications, training or experience in planning or related professions or industries, they are strongly encouraged to attend appropriate planning training within 6 months e.g. Kent Association of Local Council training. The funding of such courses are authorised within the training policy.

**8.** A record of the applications received, Agendas, responses to and outcomes of to be kept by the Clerk. Decisions made by the PC where HPC is a statutory consultee will be submitted to SDC by the deadline by the Clerk. A record of the meetings is to be reported to and received by HPC at each meeting (forming part of the Agenda attachments).

**9.** The principle purpose of the PC is to consider a timely response (where appropriate) to all;

* Planning ***applications*** and appeals received from the LPA where HPC is a statutory consultee.
* Planning *notifications* received from LPA.
* Local planning / plans by neighbouring councils (parish, town, district or county).
* Consultations on open spaces, Character assessments, call for sites by SDC.
* As required, highway or road closures, tree preservation orders, street naming or other applications which the PC may choose to comment on, even if not a statutory consultee e.g. LDCPR.

**10**. Any application that cannot be considered by the Committee within the timeframes allocated by the LPA shall follow the following procedure;

a) Request the LPA for a suitable time extension. If unsuccessful;

b) Delegated powers to the Clerk to consult with the PC Vice / Chairman and to receive independently considered comments from a minimum of 3 PC members to formulate a response. If there is no majority of consensus, deciding vote to the PC Chair.

This is in addition to advertising the application (on website, Facebook and on parish noticeboards)

**11.** Unless there is a HPC resolution to the contrary, every committee may appoint a subcommittee whose terms of reference and members shall be determined by resolution of the committee.

**Further information;**

Where HPC PC NOT a statutory consultee (suffixes in application);

DETAIL - Submission of Approval of Details

ADJ or ADJAPP - Adjoining Authority Consultations

AGRNOT - Agricultural/Forestry Notifications

DEMNOT - Demolition Consultation Demolition Notification – Details

DEDET RG5, RG9, RG10 or RG1 - Environmental Impact Assessment applications

HEDNOT - Hedgerow Removal Notification

KCCRG3, KCCRG4, DIVERT or PROW - Kent County Council consultations

LDCLBC - Lawful Development Certificate Listed Building

LDCPR - Lawful Development Certificate Proposed

NMA - Non-Material Amendments

PAE - Prior Approval Extension

PAC - Prior Approval Change of Use

WTPO, WTCA, WTREE or W5DAY - Works to Trees

Sevenoaks District Council - [www.sevenoaks.gov.uk/online-applications](http://www.sevenoaks.gov.uk/online-applications)

Kent County Council - http://www.kent.gov.uk/waste-planning-and-land/planning-applications

Primary schools ; Four Elms primary school - <http://www.four-elms.kent.sch.uk/website>

Hever Church of England (Rochester Diocese) primary school - http://www.hever.kent.sch.uk/ )

Village Hall committees <http://www.markbeechvillagehall.org.uk/>

Health providers (Clinical Care Commissioning group - http://www.southeastcsu.nhs.uk/ , Edenbridge Medical Centre - http://www.edenbridgemedicalpractice.nhs.uk/ )

National Association of Local Councils - <http://www.nalc.gov.uk/>

<https://www.nalc.gov.uk/library/publications/1632-how-to-respond-to-planning-applications/file>

Kent Association of Local Councils - http://www.kentalc.gov.uk/

Campaign to Protect Rural England - www.cpre.org.uk

Action with Communities in Rural Kent - [www.ruralkent.org.uk](http://www.ruralkent.org.uk)

**Abbreviations**

HPC – Hever Parish Council

PC – Planning Committee

AGM – Annual General Meeting
LPA – Local Planning Authority

SDC – Sevenoaks District Council