



## **Planning Committee Terms of Reference**

Cuxton Parish Council is an advisory body to the Local Planning Authority, Medway Council, for all planning applications that relate to the parish area.

### **1. Purpose of Committee**

- 1.1 To make recommendations to the council in relation to the approval or otherwise of any development plan or strategy proposals under planning legislation affecting the parish.

### **2. Delegated Powers**

- 2.1 Make representations to the Local Planning Authority on applications for planning permission which have been notified to the Council.
- 2.2 Make representations in respect of appeals against the refusal of planning permission.
- 2.3 Identify and make representations to the relevant authorities in respect of enforcement action or any matters considered breaches of planning regulations.

### **3. Membership**

- 3.1 Five members of the Full Council elected to serve on the Committee, at the Annual Meeting of the Cuxton Parish Council.
- 3.2 All members so elected, are voting members of the Planning Committee.
- 3.3 Three members of the Planning Committee will constitute a quorum.
- 3.4 A Chairman and Vice-Chairman are to be elected annually by the Committee at the first meeting after the Annual Meeting of the Cuxton Parish Council.
- 3.5 The Chairman and Vice Chairman shall hold office until the next Annual meeting of the Cuxton Parish Council as per their Standing Orders.

### **4. Meetings**

- 4.1 Generally planning decisions will be taken at Cuxton Parish Council meeting as outlined in the calendar of meetings confirmed at the Annual Meeting of the Cuxton Parish Council.
- 4.2 Additional meetings will be called if a planning decision is required before the next scheduled Cuxton Parish Council meeting.



## 5. Review

- 5.1 These terms of reference are to be reviewed annually at the Annual Meeting of the Cuxton Parish Council.

Signed:

Chairman:

Date:

