

WARLINGHAM PARISH COUNCIL

PLANNING COMMITTEE TERMS OF REFERENCE

1. PURPOSE

On behalf of Warlingham Parish Council ('the Council'):

1. To assess planning applications in, or adjacent to, the parish of Warlingham and to provide a response to the relevant Planning Authority
2. To consider and agree next steps in respect of other planning matters referred to it by the Parish Council.
3. To make requests for new Tree Preservation Orders in Warlingham to Tandridge District Council subject to the qualifying criteria set out by the District Council.

2. AUTHORITY

The Committee is established by and takes authority from the Council, which may dissolve it at any time. The Committee is accountable to the Council and its activities shall be reported at each Council meeting. It is not authorised to let, take or make any contract, lease or licence nor to make or approve any expenditure.

3. COMMITTEE MEMBERS

The membership of the Committee must include at least four parish councillors. At least two other councillors will be appointed as 'substitute' members who can be called upon in the event that not enough members are available to attend the next meeting. The number of any non-Councillor members will be a maximum of two.

All members shall be appointed at the Council's Annual Meeting or at other times during the year should the need arise. The Committee must appoint a Chairman, from those present, as its first action of each meeting.

4. MEETINGS

Meetings will be publicised at least three clear days before the date of the meeting. The three days does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice. The notice of a meeting shall be its agenda.

Meetings will be scheduled to take place every three weeks (when practicable) and held in a public building such as Warlingham Community Library.

Members must inform the Proper Officer if they are unable to attend a scheduled meeting. Other parish councillors may be invited by the Proper Officer to a meeting in order that the meeting shall be quorate with at least three Parish Councillors present and voting.

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

Subject to the following paragraph, a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.

A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.

The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.

Subject to a meeting being quorate, all applications reviewed at a meeting shall be decided by a majority of the Parish Council members only.

The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her casting vote whether or not he/she gave an original vote.

A Committee member who has a Disclosable Pecuniary Interest or Other Interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her right to participate and vote on that matter (see Code of Conduct below).

In no case shall the quorum of a meeting be less than three parish councillors.

If a meeting is, or becomes, inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

Any parish councillor may attend a Committee meeting if they so wish.

5. EXTRAORDINARY MEETINGS

The chairman of the Council may convene an extraordinary meeting of the committee at any time (subject to adequate notice as set out above).

If the chairman of the Council does not call an extraordinary meeting within seven days of having been requested to do so in writing by two parish councillors, any two parish councillors may convene an extraordinary meeting of the committee (subject to adequate notice as set out above).

6. PREVIOUS RESOLUTIONS

A resolution of the Committee shall not be reversed within six months except either by a special motion, which requires written notice by at least two parish councillors to be given to the Proper Officer in accordance with the Council's standing orders, or by a motion moved by the Council in pursuance of the recommendation of the Committee.

When a motion moved pursuant to the above has been disposed of, no similar motion may be moved for a further six months.

7. CODE OF CONDUCT AND DISPENSATIONS

All members of the Committee, including non-councillors, shall observe the code of conduct adopted by the Council.

Unless he/she has been granted a dispensation, a Committee member will withdraw from a meeting while a matter in which he/she has a Disclosable Pecuniary Interest or Other Interest of relevance is considered.

8. PROPER OFFICER

The Proper Officer shall

- a) be the Clerk
- b) at least three clear days before a meeting of the committee:
 - i. serve on Committee members by email a signed summons confirming the time and place and
 - ii. provide, in a conspicuous place, public notice of the time and place (provided that the public notice of an extraordinary meeting of the Committee convened by parish councillors is signed by them).
- c) attend committee meetings
- d) facilitate inspection of the minute book by electors
- e) record every planning application notified to the Council and the Committee's response to the Planning Authority in a file for such purpose;
- f) notify the Chairman of the Council, or in his/her absence Vice-Chairman, if the nature of a planning application requires consideration before the next scheduled meeting of the Committee. All Committee members shall be notified at the same time.
- g) publish a list of scheduled Committee meeting dates, approved by the Council, at least annually.