

# WOODCHURCH PARISH COUNCIL

## PLANNING COMMITTEE

The Parish Council resolves to set up a Planning Committee to deal with Planning Applications that are considered to be non-contentious. Contentious items will be ALWAYS referred to the full Parish Council.

The Planning Committee will meet to deal with Planning Applications when:

- i) The normal monthly Parish Council meeting is not being held
- ii) The Borough Council is unable to give an extension of time to the Parish Council
- iii) Due to exceptional circumstances, the time constraints on the Agenda of a full Parish Council meeting mean that the Planning Applications cannot be fully discussed

In normal circumstances, when the return date for the application allows for it to be discussed at the monthly Parish Council meeting, the Clerk will send the plans to the Chairman who will liaise with the other councillors and ensure that they have the opportunity for see the Planning Applications prior to the meeting and attend a site meeting if necessary.

The Planning Applications will be discussed at the next full Parish Council meeting and the decision made and sent to the Borough Council by the Clerk, or in her absence by the Chairman.

Where the full council is unable to deliberate the planning applications, for any of the reasons stated above, (i – iii), then it is the responsibility of the Chairman of the Planning Committee to call a meeting of the Planning Committee.

The Committee will arrange to meet, on a suitable evening, at a venue fully accessible to members of the public. An agenda must be published on the notice board, at least 2 days before the meeting and sent to all Parish Councillors, as they may attend the Planning Committee meeting if they wish. All decisions regarding Planning Applications will be communicated to Ashford Borough Council by

The Clerk or, in her absence by a member of the Planning Committee, to arrive by the due date.

The Planning Committee shall consist of 3 Parish Council Members who will be appointed yearly.

The quorum for a Planning Committee Meeting is 3.

The Chairman has the casting vote

All decisions taken at meetings of the Planning Committee must be minuted and reported back to the next full Parish Council Meeting.

The members of the Planning Committee must pay due regard to the Standing Orders of the Parish Council.

The following were elected to serve on the Planning Committee on:- 22 May 2016

Councillors:-

Mr P Spice - Chair

Mrs G Davies

Mr A Hukins

Mr N Jones

Ex Officio Member:-

Mr J West