

**HORSMONDEN PARISH COUNCIL**  
**Terms of Reference for the Planning Committee**

The Planning Committee considers the planning and environmental aspects of development in the Parish and immediate surrounding area.

**Committee membership**

Committee membership is approved at the Annual Meeting of the Parish Council which is held in May each year and will generally include all parish council members who do not wish to abstain from planning meetings.

**Chairman**

The Committee Chairman & Vice Chairman are elected at the first committee meeting after the Annual Meeting of the Parish Council.

**Frequency of meetings and quorum**

The committee will generally meet on a Tuesday once every month and also during a full council meeting as required to meet the programme for planning submissions. This may be varied depending on the amount of business at any one time. The quorum of the committee is one third of its members (with a minimum requirement of three).

**Terms of Reference**

1. To consider all planning aspects of development within the Parish.
2. To decide the council's responses to consultations on planning applications from Tunbridge Wells Borough Council.
3. To make recommendation to the council on statutory and non-statutory planning policy documents.
4. To respond to any consultation documents relating to planning policies.
5. To select from its membership a person or persons to represent the Council at site meetings and public enquiries to represent the Council's previously agreed views.

*These terms of reference were agreed by Horsmonden Parish Council at its meeting on 5<sup>th</sup> December 2016*