

HOTHFIELD PARISH COUNCIL

PLANNING COMMITTEE

Hothfield 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 consist of 5 councillors and 2 ex officio members, who will be appointed yearly.

The quorum for a Planning Committee meeting is 3.

The Chairman of the Planning Committee has the casting vote.

PLANNING COMMITTEE MEETINGS

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 are 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

If any of the above circumstances arises, it is the duty of the Chairman of the Planning Committee to call a meeting of the Planning Committee, to be held 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, although only those councillors who are members of the Planning Committee may vote at a Planning Committee meeting. All decisions regarding the planning applications discussed at a Planning Committee Meeting will be communicated to Ashford Borough Council by The Clerk, or in her absence the acting clerk.

All decisions taken at meetings of the Planning Committee will be minuted and reported back to the next full Parish Council Meeting. Minutes of the Planning Committee will be circulated to all members of the Parish Council.

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

FULL COUNCIL MEETINGS

In normal circumstances, when a full Parish Council meeting is to be held, the Clerk will send the plans to the chairman of the Planning Committee, who will liaise with other members to ensure that at least 3 have seen the planning applications, attended a site meeting if necessary and agreed upon a recommendation, prior to reporting to the full council meeting.

A Member of the Planning Committee will then report the Committee's findings back to the full Parish Council meeting and advise councillors of the Planning Committee's recommendations. The final decision will be taken by all members of the Parish Council and the majority decision communicated to the Planning Officer at Ashford Borough Council by the Clerk, or in her/his absence, the acting clerk.