

PLANNING COMMITTEE TERMS OF REFERENCE

1. PURPOSE

To assess planning applications in, or adjacent to, the parish of Whyteleafe notified by Planning Authorities and to provide a response on behalf of Whyteleafe Village 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 three Village Councillors. Two other Councillors will be appointed as a 'substitute' member who can be called upon in the event that not enough Councillors 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 Village Council's Annual Meeting to this standing Committee. After appointing the members, the Council shall appoint a Chairman of the Committee who must also be a Village Councillor. Further appointments by the Council, at other times during the year, can be made should the need arise.

If the appointed Chairman is absent from a meeting, the Committee must appoint a Chairman from the Councillors present, as its first action of the 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 is 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 four weeks (when practicable) and held in a public building such as the transept at St Luke's Church, Whyteleafe Hill.

Members must inform the Clerk if they are unable to attend a meeting. This will enable the Clerk to invite a 'substitute' member to a meeting in order that the meeting shall be quorate and take place as scheduled.

Meetings shall be held in 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 Council members present and voting. The Committee can choose to refer a decision back to full Council along with its recommendation but this should be by exception 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 Councillor 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 also Code of Conduct below).

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

5. EXTRAORDINARY MEETINGS

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

If the chairman of the Committee does not call an extraordinary meeting within seven days of having been requested to do so in writing by two Village Councillors, any two Village 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 Village Councillors to be given to the Clerk 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-Village 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 is considered.

8. ROLE OF THE CLERK

The Clerk shall

- a) 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 Village Councillors is signed by them).
- b) facilitate inspection of the minute book by electors
- c) record every planning application notified to the Council and the Committee's response to the Planning Authority in a file for such purpose;
- d) 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.
- e) publish a list of scheduled Committee meeting dates, approved by the Council, annually.

9. TRAINING

All members of the Committee must complete planning training (provided by a suitable third party organisation) within three months of joining the Committee.

Issue Date: 28 June 2021 (and subject to annual review).