



## HEADCORN PARISH COUNCIL

The Parish Office, Headcorn Village Hall, Church Lane, Headcorn, TN27 9NR  
Tel: 01622 892496 Email: clerk@headcornpc.org.uk

### **Planning and Licensing Committee Terms of Reference**

**Date: June 2023**

1. The Planning and Licensing Committee is constituted as a Standing Committee of Headcorn Parish Council. The Committee shall be a minimum of five Councillors as voting members with three members of the Planning and Licensing Committee constituting a quorum.
2. The Chairman and Vice Chairman to be elected annually by the Committee.
3. A record of all planning applications, the responses and eventual results shall be noted in the minutes of the meetings.
4. The Committee has delegated executive powers to consider all planning applications pertaining to Headcorn Parish and to respond to Maidstone Borough Council Planning Authority.
5. The Committee may canvas opinions for and against applications to assist with fair determination of applications. The Committee has an obligation to ensure that relevant parties are given an adequate hearing- applicants as well as objectors, will have an opportunity to speak at meetings in accordance with the Parish Council Standing Orders.
6. Any applications deemed controversial can be referred by the Committee to the Full Parish Council for determination. Any two Councillors may also request an application be deferred for a meeting of the Full Council.
7. In exceptional circumstances, a response may be made outside of a meeting by the Committee Chairman via the clerk following a majority decision by the Committee who will be contacted via email or telephone.
8. Where an on-site meeting is arranged, it will be subject to the prior approval of the Chairman or Vice Chairman. A committee member will then present findings to the Committee.
9. Wherever possible, a member of the Planning Committee is to be nominated to attend Planning Authority's Planning meetings to represent the Committee's view in respect of controversial planning applications.
10. When an application is subject to appeal, the Committee is authorised to make written representations or to elect a member of the Committee to attend the hearing.
11. The Committee will respond to any third-party consultations relating to planning and any other matters relating to the development or protection from development of the built and unbuilt environment of the Parish.
12. On receipt of a Licensing Application from Maidstone Borough Council, it will be included in the next available agenda, however if timescales do not permit this, then it will be circulated to all committee members for comment. The Committee Chairman then has the authority to send a suitable response on a majority view.



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13. If a member of the Committee wishes to raise specific agenda items, then details must be forwarded to the Clerk and Chairman of the Committee at a minimum of 5 days prior to the meeting. It should be accompanied with a written/email paper for distribution, outlining the issues and any decisions/actions required.
14. All correspondence shall be conducted through the Clerk of the Parish Council wherever possible. In the absence of the clerk then it should be directed to the Chairman/Deputy of the Committee.
15. Minutes of all the meetings are to be kept by the Clerk and forwarded by email to members of the Parish Council.
16. The Committee will usually meet the 4<sup>th</sup> Tuesday of the Month. Agendas will be distributed via email with a minimum of 3 days clear notice given. The Parish Clerk or Chairman of the Planning Committee may call additional planning committee meetings if the need is required.
17. All members to attend planning training session within a year of appointment and further training at least every four years. Records to be kept by the clerk and committee members to be informed.
18. These terms of reference are to be reviewed annually.

Stefan Christodoulou  
20<sup>th</sup> June 2023