

Halstead Parish Council - Planning Committee Terms of Reference

Composition of the Committee

- The committee shall comprise of four members of the Parish Council

Election of Officers

- The Chairman of the committee shall be elected at the first meeting of the Committee.

Quorum

- Quoracy shall be three members.

Meetings

- Meetings shall be held as and when required to coincide with Sevenoaks District Council planning response deadlines.

Function

1. To discuss and agree responses to planning applications on behalf of the Parish Council taking into consideration current planning policy and legislation alongside knowledge of the vicinity.
2. Use delegated powers to make responses directly to the District Council unless the potential development has the potential to change the face of the parish in a manner that may be of interest to the residents.
3. To report at Parish Council meetings on the business of the Committee.
4. Respond to Local Plan and Planning Policy consultations from Sevenoaks District Council, Kent County Council and the Ministry of Housing, Communities and Local Government.
5. Attend as necessary relevant workshops and courses provided by Local Council Associations and Principal Authorities.
6. To prepare reports for consideration by the Parish Council concerning activities within the parish relating to potential developments and changes of usage that may be of interest to the village.
7. To consult with residents regarding potential developments that may change the nature of the village or any single street scene.
8. To discuss with Sevenoaks District Council any concerns of encroachment or breach of planning applications within the Parish. Initiate Halstead Parish Council procedures for reporting activities which require Planning Enforcement intervention and continue to update residents on the issue.