

## **Broxted Parish Council Planning Committee Terms of Reference**

### **Purpose of the Committee**

The committee is responsible for exercising the Parish Council's role as statutory consultee on planning matters. This shall include the following delegated powers and responsibilities:

1. Prepare and submit responses to planning applications and planning appeals affecting the parish of Broxted
2. Hold public meetings as it deems appropriate
3. Incur expenditure to discharge its responsibilities limited to the sum of £2,000 plus VAT.

Provided that:

4. There shall be no fewer than three members appointed to the committee and the quorum shall be three
5. Non-councillor members of the committee shall not have voting rights
6. The committee shall not delegate the discharge of its functions to a sub-committee or to a staff member but it may appoint an advisory subcommittee
7. At least three clear days' public notice must be given of a committee meeting or if it is convened at shorter notice then public notice must be given at the same time
8. The committee shall elect a chairman at its first meeting
9. The minutes of a meeting of the committee shall be received by the next meeting of the Council.

Reviewed and approved:

Minute reference: