BRENCHLEY AND MATFIELD PARISH COUNCIL
Matfield Pavilion, The Green, Matfield, Kent, TN12 7JU
Tel: 01892 723586 www.brenchleyandmatfield-pc.gov.uk

Terms of Reference: Planning Committee **Date of adoption:** 1st December 2025

Provisions

1. The Committee shall have four Parish Councillors as members where possible, with a quorum of three for activities
2. The Committee shall appoint its Chair annually at the Annual Meeting of the Parish Council or at the first meeting of the Committee
3. The Committee is advisory and does not usually meet, with its business presented at each meeting of the Full Council. Should a meeting of the Committee be deemed necessary the requirements for a formal Agenda summons will be followed.
4. The provisions of the Council's Policy on meetings with Developers should be read in conjunction with these Terms of Reference
5. The Planning Committee has delegated authority to respond on the Council's behalf as outlined in the Council's S.101 Scheme of Delegation including a requirement for emailed audit trail of majority agreement to submit proposed responses on behalf of the Council, via the Clerk
6. Members are required to declare any interests in matters being discussed according to the Council's Code of Conduct and would not contribute to planning recommendations if a declaration of interest applies. Such declaration would also be made at the meeting of the Full Council.
7. Committee Members should avoid agreeing a position with each other prior to a meeting to avoid pre-determination and during any site visits should avoid expressing an opinion or making any commitment concerning the application to applicants/interested parties. The provisions of the S.101 Scheme of Delegation (see item 5 above) allows for the Council's planning recommendations to be agreed by the Planning Committee during the summer or Christmas when there are no Council meetings.

Purpose

1. To consider and make recommendations to the Full Council on planning applications and other planning matters in its role as a statutory consultee
2. To consider provisions of primary and secondary legislation, government guidance, statutory designations such as the National Landscape (formerly AONB), Conservation Areas and listed buildings, and to the Local Plan, when making recommendations to the Full Council
3. To monitor the local planning policy including the Tunbridge Wells Agreement and to review planning procedure and to report on these matters to the Council
4. To attend meetings of the Local Planning Authority Committee, to speak on behalf of the Parish Council, where applications are "called-in"
5. To monitor apparent planning breaches and report these direct to the Planning Authority, via the Clerk