

Planning Committee Delegated Authority and Terms of Reference

1. Objective

Tenterden Town (Parish) Council (TTC) is a statutory consultee to the Ashford Borough Council Local Planning Authority (LPA) for all planning applications within the parish boundaries. The Planning Committee has delegated authority from the full council to consider and to respond in respect of such applications.

2. Membership

Membership shall consist of a maximum of twelve (12) Council members elected annually. A quorum shall consist of half of the members present and voting.

The Chairman of the Planning Committee shall be elected by the Full Council and the Vice Chairman elected by the Planning Committee members at the first meeting of that committee in the council year.

3. Areas of Responsibility

The Planning Committee has delegated authority from Tenterden Town Full Council:

- a) To make representations to the Local Planning Authority on applications for planning permission which have been notified to the Council;
- b) To make representations in respect of appeals against the refusal of planning permission;
- c) To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations;
- d) To deal with any other planning related matter that a meeting of the Full Council considers appropriate to be referred to the Planning Committee;
- e) In exceptional circumstances:
 - request specialist advice within the confines of the "Financial Regulations" policy
 - to arbitrate between resident groups and the developer

4. Planning Applications

Printed copies of the planning applications will be made available by the Town Clerk to review in the town hall within five working days of the Planning Committee Meeting.

Applications can also be viewed on the Planning Portal at Ashford Borough Council.

Members are encouraged to gain a rounded view of the issues by reading other statutory consultee comments along with those from the community.

5. Communicating Planning Applications to the Public

Details of dates when the planning committee will meet to discuss outline applications and reserved matters, will appear on the council website, and other media for public information.

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6. Meetings

The calendar of meetings for each council year shall be confirmed some months prior to the council year.

The Town Clerk or the Chairman of the Planning Committee may call additional Planning Committee meetings as and when necessary to ensure that all Planning Applications received can be discussed and replied to within the timescale.

Minutes of all meetings will be recorded by the Town Clerk and circulated. All planning applications, LPA determination on previous applications shall be noted in the minutes of the Planning meeting.

7. Meeting Conduct

All planning committee meetings will follow the minimum standards:

- a) Members to declare if they have an interest in any of the proceedings in accordance with the Town Council code of conduct.
- b) A councillor who has a "Declaration of Interest" but thinks they should be able to participate in the discussion and vote on the matter, should make a request in writing to the clerk as per Localism Act 2011 chapter 7, section 33.
- a) The minutes from the last meeting will be discussed if required and then agreed.
- b) The council will represent the interests of the whole community but can only advise Ashford Borough Council within the confines of the local planning polices, central government building regulations and material considerations.
- c) Items will then be dealt with as listed on the agenda.
- d) If the town clerk / deputy town clerk has any new information, this will be given as an update.
- e) If there are any speakers for a planning application, they will be invited to speak by the chair and will have three minutes to address the planning committee at the time the individual application is considered.
- f) Councillors of the town ward relating to the planning application will speak first, followed by a full discussion with the remaining councillors of the planning committee.
- g) The planning committee will then resolve to advise Ashford Borough Council for each planning application to be Supported or Objected to, and in exceptional circumstances deferred requiring further information - e.g. site visit.
- h) For refused planning applications, the planning committee will state the reasons.

8. Determination Response to the LPA

Determination decision-making process must be based on material considerations such as (but not limited to):

- Overlooking/loss of privacy
- Loss of light or overshadowing
- Parking
- Highway safety
- Traffic

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- Noise
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Government policy
- Disabled persons' access
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation

Approval can be given with conditions attached for the planning officer to consider.

The Town Clerk will communicate to the Local Planning Authority the Committee's decision in respect of applications considered. Where necessary, the chair or a nominated member of the Planning Committee to attend the relevant LPA planning meeting.

Where applications are accepted (permitted), this can be communicated through the LPA planning application portal.

However, where applications are accepted (permitted), but with conditions, communication should be on council letterhead and sent to the planning officer.

Where applications are rejected (refused), communication with reasons why should be on council letterhead and sent to the planning officer.

In the circumstances of a requested deferment needing a deadline extension, the town clerk will contact the planning officer with reasons.

Where an application is subject to an appeal, the Committee is authorised to make written representation and / or to elect a member or members of the Committee to attend the hearing.

9. Sub Committees

Sub committees can be set up to create spatial strategic frameworks that relates directly to the parish; such as a criterion for evaluating acceptable future development sites.

On a regular basis the subcommittees will brief the planning committee with the eventual aim for approval and submission to the full council.

10. Training

To ensure, the committee members discharge their responsibilities professionally, the town clerk will ensure appropriate training is provided to new members and refresher training for existing members.

11. Terms of Reference Review

These terms of reference to be reviewed annually, or when required by a change of law or by central government policy.

Town Council 10th September 2018

Civic Awards Agenda Item 12

The last Civic Awards ceremony was held in late 2014. The Mayor has requested that further awards should be considered.

I have attached a 2010 policy explaining the procedure.

The make-up of the selection panel is not covered in the minute below but in 2007 it was suggested that the panel be made up of serving former mayors (of whom we have 4) and the current Mayor.

Consideration should be given to the range of awards to be given and the method of nomination for the awards.

The date of the ceremony will be agreed with the Mayor.

Proposal:

- 1. That the make-up of the selection panel should be agreed.**
- 2. That council should decide which awards to give on this occasion**
- 3. That the administrative team should advertise the awards and solicit nominations**
- 4. That all awards be taken from the civic events budget as no Mayors Allowance now exists.**

Proposal:



Phil Burgess
Town Clerk

Impact on Crime and Disorder : None
Impact on Bio-diversity : None
Budgetary Impact : Minor

2010 Minute from Finance & General Purposes

2329 CIVIC AND DISTINGUISHED SERVICE AWARDS.

The procedure and protocol for awarding Distinguished Service Awards (Civic Awards);

Certificates of Appreciation; Replica Coat of Arms and Town Mayor's Awards was considered and discussed. It was AGREED that the policy for types of award and the associated criteria for those awards as set out in Minute 0003 from the report (previously distributed to Members and listed below) be retained as current procedural policy;

- (a) **DISTINGUISHED SERVICE / CIVIC AWARD:** For exceptional loyalty to the town. For example; length of service in support of the town, whether it be a staff member, a Councillor or any other person. The award would be given for a specific service or act which has been to the overall benefit of the town.
- (b) **CERTIFICATES OF APPRECIATION:** Awarded to retiring Councillors at the end of their elected period of office (not to apply to Councillors who resign before the end of their first full term). The award will take the form of a signed certificate presented at Mayor's Sunday or sent to the recipient.
- (c) **REPLICA COAT of ARMS:** Awarded to corporate bodies or similar organisations which have direct associations with Tenterden such as the twin town of Avallon, another Cinque Port or the ship affiliated to the Cinque Ports.
- (d) **TOWN MAYOR'S AWARDS:** Awarded at the discretion of the Town Mayor in recognition of service to the town which does not meet the criteria set out for any other award.

The costs of (a) and (b) would be met from Civic Expenses. The costs of (c) and (d) would be met from the Mayor's Allowance.

Any Councillor may put forward to the Town Mayor, a recommendation to nominate a person or organisation for one of the above listed awards. The nomination would then be discussed at the appropriate F&GP committee meeting.