

# Pembury Parish Council

Working for Pembury People



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## Planning and Highways Committee Terms of Reference

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### **1. Delegation**

- 1.1 Pembury Parish Council has agreed to adopt the Terms of Reference at its meeting held on 05/02/2018 and has recorded the decision under Minute 178.
- 1.2 Pembury Parish Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year.

### **2. Membership**

- 2.1 The Committee shall consist of up to **SIX** Councillors who shall be elected each year at the Annual Parish Council Meeting.
- 2.2 The quorum of the Planning and Transportation Committee will be **THREE** Members.

### **3. Procedures**

- 3.1 The committee will operate within Pembury Parish Council's Standing Orders and Local Government Law.
- 3.2 At the first meeting of the Committee after the Annual Parish Council Meeting of Pembury Parish Council the committee shall elect a chairman and vice chairman for the forthcoming year from amongst its membership. The Chairman and Vice Chairman may be re-elected.
- 3.3 The Committee will submit all its minutes of meetings for ratification to the next appropriate meeting of Pembury Parish Council
- 3.4 The Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting in November/December.
- 3.5 The Parish Clerk and/or Deputy Clerk will provide administrative support for the Committee.

### **4. Meeting Dates**

- 4.1 The schedule of meetings shall be agreed at the Annual Parish Council meeting.
- 4.2 The Committee shall meet once every month on a Monday at 7.30pm in the Council Office, Lower Green Recreation Ground, Pembury TN2 4DZ unless otherwise agreed.

## **5. Committee Functions**

The Committee shall:

- 5.1 Exercise the powers and duties of Pembury Parish Council in respect of the powers conferred to it from time to time under the Town and Country Planning Acts and the Orders and Regulations made under them.
- 5.2 Decide Pembury Parish Council's responses to consultations on planning applications received from Tunbridge Wells Borough Council and from Kent County Council and forward them in writing to the appropriate authority.
- 5.3 Attend site visits as appropriate for planning applications affecting Pembury and in accordance with agreed protocols.
- 5.4 Make recommendations to Pembury Parish Council on statutory and non-statutory planning policy documents.
- 5.5 Select from its membership a person or persons to represent Pembury Parish Council at site meetings, public enquiries, Public Transport Liaison Group etc. to represent Pembury Parish Council's previously agreed views
- 5.6 Consider road schemes relating to new highway proposals or improvements to existing roads.
- 5.7 To consider and put forward recommendations to Pembury Parish Council on the Tunbridge Wells Borough Local Plan.
- 5.8 To consider and formulate a response if appropriate on highway and transportation consultation and information documents from relevant authorities and organisations.
- 5.9 To consider and take action on all other matters that are of a general nature relating to the Town and Country Planning Acts and related legislation.
- 5.10 To consider and take action on all other matters that are of a general nature relating to the highway network within Pembury.
- 5.11 To monitor and comment upon, where appropriate, the proposed erection of telecommunication masts, power lines and other similar structures.
- 5.12 To monitor and comment upon public transport affecting Pembury.