



CLIFFE AND CLIFFE WOODS PARISH COUNCIL

PLANNING COMMITTEE TERMS OF REFERENCE

Purpose/Role of the Committee

Cliffe and Cliffe Woods Parish Council is a statutory consultee to Medway Unitary Council (MUC – the Local Planning Authority) for all domestic and business planning applications that relate to the parish area. The Parish Council is also a consultee on planning applications relating to waste, minerals, schools and certain highway matters. As a consultee, the final decision rests with MUC and not with the Parish Council.

The Planning Committee is constituted to consider and to respond on behalf of the Parish Council in respect of such applications.

The Planning Committee has the delegated authority from Cliffe and Cliffe Woods Parish Council to:

- Make representations to MUC on applications for planning permission which have been notified to the Council (decisions may be deferred to the Parish Council when the consultation period is after the date of that meeting).
- Make representations to the LPA in respect of appeals against the refusal of planning permission.
- Identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.
- Monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure.
- Consider and respond to planning consultations from Government, County, Borough or other statutory planning bodies.
- Deal with any other planning related matter that a meeting of the full Council considers appropriate to be referred to the Planning Committee.
- Maintain Parish Council guidance documents such as adopted Neighbourhood Plans, Parish Plans, Village Design Statements and similar items which from time to time may be produced by the Committee and endorsed by the Parish Council.

Membership

The Committee is open to members of the Parish Council including lay members not elected or co-opted.

The Committee will normally be made up of a minimum of four people at least three of whom must be full Parish Council members; the Chair and Vice Chair of the Parish Council are by default an ex-officio member but without voting rights – the Chair or Vice Chair may also be a voting member of the Committee in their own right and with full voting rights.

Membership of the Committee is for a nominal twelve months extendable at the Annual Meeting of the Parish Council.

A Committee Planning Chair and Planning Vice Chair are to be elected annually by its membership at the first meeting following the Annual Meeting of the Parish Council.

Accountability

The Committee is accountable to the Parish Council and will make reports to it monthly.

An annual report on its activity will be published through the Annual Meeting of the Parish Council.

Working Methods

The Committee will order and manage its work in the following ways:

- Monthly meeting will be held at which decisions will be taken unless members of the public have indicated an interest in an item or items where a special meeting will be arranged.
- The Planning Chair or Planning Vice Chair may call ad hoc site meetings to be undertaken to gather information, but no decision will be taken at that meeting.
- The Committee may, through the Clerk, make general and specific queries to MUC officers.
- The Committee may liaise with elected MUC members.
- On occasions, the Committee may refer particular applications or other planning matters to the full Parish Council for determination, or a special meeting, where arrangements can be made for attendance by the press and public.
- Methods of communication may include written reports or email correspondence either through the Planning Chair or the Clerk.
- Decisions will be taken by majority vote; a quorum will comprise of at least three Parish Council members.
- Extraordinary meetings may be arranged on planning matters where these are of concern to a large number of the community or presence from members of the press and public is indicated before or at the start of a normal monthly meeting.

Meetings of the Committee

The Planning Committee will arrange its normal meetings as follows:

- Meetings will be held on the last Thursday of the month unless advertised differently.
- Meetings will be presided over by the Planning Chair or Planning Vice Chair.
- Meetings will be advertised on the Parish Council website and community noticeboards.

- An agenda will be published prior to the meeting taking place. The agenda will include the planning applications that will be discussed. The Planning Chair may consider other matters or other planning applications not on the agenda if such matters cannot await the next meeting.
- If there is attendance or notice of attendance at monthly meeting, the items will be deferred to a special arranged meeting, open to the public and press.
- Decisions will be included in Parish Council minutes and comments will be lodged by the Clerk on MUC's website.

Sharing of information and resources (including confidential materials):

All copies of agendas and decisions, recommendations, letters, reports and correspondence will be held by the Clerk.

An area of the Parish Council website will be devoted to planning matters.

These terms of reference were reviewed and agreed at the Council meeting on 20/2/2025