

## BROADSTAIRS & ST PETER'S TOWN COUNCIL TERMS OF REFERENCE FOR THE PLANNING COMMITTEE

### MEMBERSHIP

- The Planning Committee shall consist of a minimum of six Councillors
- The Council's Volunteer Tree Warden in an advisory capacity.
- Councillor members shall have full voting rights on the committee.
- Non-councillor members shall have no voting rights.

### PROCEDURES

- At the first meeting of the Planning Committee after the Annual Meeting of the Town Council the Committee shall elect a Chairman and Vice Chairman for the forthcoming year from amongst the committee membership. The Chairman and Vice Chairman may be re-elected.
- The quorum for the committee shall be three. Business cannot be transacted with fewer than three voting members present.
- The committee will submit minutes of their meetings to the next meeting of the Council and seek approval for recommendations made.
- The Deputy Town Clerk or an appropriate officer shall provide administrative support for the Committee.

### FREQUENCY OF MEETINGS

- The Committee will normally meet on the first Monday of each month. The schedule will be established by the Clerk and the Chairman of the Committee and published along with all other committee meetings.
- Meetings will take place at Pierremont Hall or other suitable venue and will be open to the public.

### COMMITTEE FUNCTIONS

The Committee will consider and make decisions in respect of all planning applications individually and reserved by members of the Committee from Thanet District Council's weekly lists and in relation to any:

- Thanet District Council applications not yet appearing on a weekly list but requiring an early decision.
- Kent County Council Planning applications;
- Planning appeals;
- Planning amendments/variations of conditions;
- Certificate of lawful use applications;
- Hedgerow removal applications; or
- Highways – Stopping Up Orders.

The Committee will also consider and make decisions in relation to any applications for tree or hedge works individually and reserved by members of the Committee and call upon the Volunteer Tree Warden to advise on matters. The Volunteer Tree Warden is requested to attend meetings and to provide a monthly report in advance of the meetings.