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## Planning and Highways Committee Terms of Reference

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### **1. Introduction**

- 1.1 Pembury Parish Council has agreed to adopt the Terms of Reference at its meeting held on 15/05/2023 and has recorded the decision under Minute 23/009.
- 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 Chair and vice Chair of the Council shall be ex-officio members of the committee.
- 2.3 The quorum of the Planning and Highways 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 The Chair and Vice-Chair for the forthcoming year shall be elected at the Annual Parish Council Meeting. The Chair and Vice Chair 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 3:00pm in the Council Office, Lower Green Recreation Ground, Pembury TN2 4DZ unless otherwise agreed.

#### **5. Committee Functions and Delegated Powers**

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's previously agreed views at site meetings, public enquiries, Public Transport Liaison Group etc.
- 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 Monitoring the application of the Neighbourhood Development Plan policies to ensure they have been applied consistently and interpreted correctly in response to planning applications both by this committee and the Tunbridge Wells Borough Council.
- 5.9 Maintaining a watching brief on national planning guidance and any changes to the Tunbridge Wells Local Plan, and considering any impact that changes have on the

NDP. Accordingly, as required, making recommendations to Pembury Parish Council for a light-touch or more fundamental review of the NDP.

- 5.10 To consider and formulate a response if appropriate on highway and transportation consultation and information documents from relevant authorities and organisations.
- 5.11 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.
- 5.12 To consider and take action on all other matters that are of a general nature relating to the highway network within Pembury.
- 5.13 To monitor and comment upon, where appropriate, the proposed erection of telecommunication masts, power lines and other similar structures.
- 5.14 To monitor and comment upon public transport affecting Pembury.
- 5.15 To maintain and develop all Parish Council owned street furniture in Pembury such as benches and bus shelters. An annual review to be undertaken.
- 5.16 To maintain Parish Council owned streetlights.
- 5.17 To monitor public footpaths and public rights of way and formulate a response, if appropriate, on public consultation and information documents from relevant authorities and organisations.
- 5.18 When it is not possible for the Committee to meet to decide Pembury Parish Council's responses to consultations on planning applications, the Clerk shall have delegated powers to agree planning responses in consultation with Members of the Planning & Highways Committee and forward them in writing to the appropriate authority. For the avoidance of doubt this will include the summer recess and Christmas periods.