
Planning & Highways Committee

Terms of Reference

1. Introduction

- 1.1. Pembury Parish Council ("the Council") has agreed to adopt the Terms of Reference at its meeting held on 12/05/2025 and has recorded the decision under Minute 25/08.
- 1.2. The Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year.

2. Purpose

- 2.1. The purpose of the Planning & Highways Committee is to:
 - 2.1.1. Consider and respond to planning applications and consultations relating to the Parish of Pembury.
 - 2.1.2. Work with third parties on highways, transportation and public rights of way issues relating to the Parish of Pembury.
 - 2.1.3. Oversee and monitor the control of Council owned street furniture and streetlights.

3. Membership

- 3.1. The Committee shall consist of up to **SIX** Councillors who shall be elected each year at the Annual Parish Council meeting.
- 3.2. The Chair and Vice Chair of the Council shall be ex-officio members of the Committee. For the avoidance of doubt, they can attend, vote and be counted towards the quorum, in the same way as any other Committee member.
- 3.3. The quorum of the Committee is **THREE** Members.

4. Procedures

- 4.1. The Committee will operate within the Council's Standing Orders and Local Government Law.
- 4.2. The Chair and Vice Chair for the forthcoming year shall be elected at the Annual Parish Council Meeting. The Chair and Vice-Chair can be re-elected.
- 4.3. The Committee will submit all of its minutes of meetings for ratification to the next appropriate meeting of the Council

- 4.4. The Clerk and/or Communications Officer will provide administrative support for the Committee.

5. Meeting Dates

- 5.1. The schedule of meetings shall be agreed at the Annual Parish Council meeting.
- 5.2. The Committee shall meet once every month as agreed in the Council Office, Lower Green Recreation Ground, Pembury TN2 4DZ unless otherwise agreed.

6. Delegated Powers to the Committee

Planning

- 6.1. Exercise the powers and duties of the 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.
- 6.2. Decide the 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.
- 6.3. Attend site visits as appropriate for planning applications affecting Pembury and in accordance with agreed protocols.
- 6.4. Make recommendations to Full Council on statutory and non-statutory planning policy documents.
- 6.5. Select from its membership, a person or persons to represent the Council's previously agreed views at planning site meetings, public enquiries etc.
- 6.6. Consider and put forward recommendations to the Council on the Tunbridge Wells Borough Local Plan.
- 6.7. Monitor the application of the Neighbourhood Development Plan (NDP) 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.
- 6.8. Maintain 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 the Council for a light-touch or more fundamental review of the NDP.
- 6.9. Monitor and comment upon, where appropriate, the proposed erection of telecommunication masts, power lines and other similar structures
- 6.10. 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

Highways and Public Rights of Way

- 6.11. Consider road schemes relating to new highway proposals or improvements to existing roads.
- 6.12. Consider and formulate a response if appropriate on highway consultations and information documents from relevant authorities and organisations.
- 6.13. Select from its membership, a person or persons to represent the Council's previously agreed views at highways site meetings, public enquiries, Public Transport Liaison Group etc.
- 6.14. Consider and take action on all other matters that are of a general nature relating to the highway network within Pembury.

Transportation

- 6.15. Monitor and comment upon public transport affecting Pembury.
- 6.16. Consider and formulate a response if appropriate on transportation consultation and information documents from relevant authorities and organisations.
- 6.17. 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

Street Furniture

- 6.18. Oversee and monitor the control of all Council owned street furniture in Pembury such as benches and bus shelters. An annual review to be undertaken.
- 6.19. Oversee and monitor the control of Council owned streetlights.

Delegated Authority to the Clerk

- 6.20. Under Section 101 of the Local Government Act 1972, the Clerk has delegated power to formulate and submit planning responses as outlined in the Scheme of Delegation.
- 6.21. Under Section 101 of the Local Government Act 1972, the Clerk has delegated power to manage the day-to-day management of operational matters as outlined in the Scheme of Delegation.