

# Godstone Parish Council

## Planning Committee Terms of Reference (a Standing Committee)

Approved at the meeting of Full Council May 2024

1. The committee will hold 6 ordinary meetings of a standing committee up until the date of the next annual meeting of the Council.
2. Other meetings may be arranged if circumstances require and other than in respect of the ordinary meetings a committee, can determine the number and time of its meetings;
3. The committee will hold its meetings at The Bounty, unless due to circumstances this is not possible, and meetings can be held between 10am – 10pm, Monday – Friday.
4. The notice for a committee meeting will be a minimum three clear days' public notice for a meeting and does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.
5. The quorum for a meeting of a committee, shall be no less than three;
6. The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.
7. Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
8. The full Parish council will appoint three members to the Committee, annually, at the Annual Meeting of the Parish Council and the members terms of office for the committee will be one year.
9. The full Parish council appoints the chairman of the committee;
10. The Parish council may appoint and determine the terms of office of the substitute members to a committee, whose role is to replace the ordinary members at a meeting of a committee, if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
11. Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
12. Unless the Council determines otherwise, the committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
13. On behalf of the full Council the Planning Committee will:
  - 13.1 To consider and agree comments on planning applications, documents and related consultations and submitted by Surrey County Council and Tandridge District Council;
  - 13.2 Consider and agree comments on any other consultations which may impact directly or indirectly on the Parish;
  - 13.3 Confirm comments to be submitted to the planning authority on behalf of the council; and
  - 13.4 Acknowledge applications for Certificate of Lawfulness and Tree Works applications on behalf of the Parish council. The committee only need note such applications as the council accepts the decision of the District councils planning or tree officer, whichever is applicable. Any contentious

applications that are of concern to the committee should be raised with the full council or 13.3 of these Terms of Reference be applied.

14. The Council has delegated responsibility to the Planning Committee for item 13.3.
15. All decisions made by the Planning Committee to be reported to the full Council for noting or agreement.