

**BREDHURST PARISH COUNCIL**  
**DELEGATION OF PLANNING POWERS**  
**TERMS OF REFERENCE**



Adopted: May 2018

Reviewed: May 2023

1. Planning applications will normally be discussed at a council meeting.
2. Residents living in properties neighbouring the applicant property will normally be invited to attend the meeting.
3. Where an application has a deadline which falls before the next council meeting, the Clerk will endeavour to obtain an extension to enable it to be discussed at a full meeting.
4. If this is not possible, the Clerk will contact the Chair to determine if the application is likely to be contentious and if so, an extraordinary meeting may be called.
5. If not, the Clerk will contact all Cllrs for comments on the application and check for residents' comments on the MBC planning website.
6. Having considered the comments received, the Clerk will use these and his/her own knowledge of planning law and the village to draft a comment.
7. The Clerk will send the draft comment to Cllrs for approval before submission.
8. The Clerk will amend the comment if necessary and then submit it online.
9. In the event of Cllrs disagreeing on the comment, the Clerk will endeavour to reach a consensus and if not possible will submit the comment agreed by the majority.

These Terms of Reference will be reviewed annually.