



**TERMS OF REFERENCE:
DELEGATED AUTHORITY TO CLERK IN RELATION TO PLANNING APPLICATIONS**

This Delegation of Authority was approved by Fawkham Parish Council on 3rd November 2022.

The scheme does not delegate any matter:

- (a) Reserved by law
- (b) Which by law may not be delegated to a Councillor and/or Officer.

The powers and duties set out in these terms are delegated to the Parish Clerk. The Parish Clerk is also the Council's Responsible Financial Officer and the Proper Officer.

The terms will be reviewed on a regular basis as required by the Council and when a new Parish Clerk is appointed.

PLANNING DELEGATION TO THE CLERK

1. When an extraordinary meeting of the council is not possible before a consultation deadline, urgent planning decisions required to be made between scheduled meetings of the council are delegated to the Clerk in consultation with the Chair of the council.
2. The Clerk will consult the Councillors, via email, on such urgent applications and take all Councillors' comments into consideration when submitting the decision on behalf of the Parish Council. The Clerk will allow the Councillors a minimum of 5 days to respond with their input and comments. At least two Councillors shall provide their input (via email) to the Clerk on such applications. The Clerk shall reach an informed decision that is based in material considerations and policy.
3. Decisions made under this delegation will be reported to, and recorded in the minutes of, the next council meeting.
4. Fawkham Parish Council has delegated executive power to submit and decide Fawkham Parish Council's decisions for urgent planning applications only to the Clerk and for the Clerk to respond to Sevenoaks District Council Planning Team on the same.
5. The Clerk will attend planning training sessions within a year of appointment and further training at least every four years.

WRITTEN RECORDS

6. The Openness of Local Government Bodies Regulations 2014 (2014 SI No. 2095), which came into force on 6 August 2014, require a written record to be kept of certain decisions made by an officer of a parish council acting under delegated powers. The Clerk will keep a log of all decisions made under delegated powers and will arrange for these to be made open for public inspection via the Council website.

