

Wisborough Green Parish Council

Planning Committee Terms of Reference

- 1. Authority:** The Planning Committee is appointed by and is solely responsible to Wisborough Green Parish Council. The Committee duties are defined and agreed by the full Council, which may vote, at any time, to modify the Committee's duties. The Committee will be convened as the workload requires and the Council's Standing Orders will apply.
- 2. Membership:** All members of the Committee will be Parish Councillors. The Committee shall consist of no fewer than 5 Councillors. Members, and the Committee Chairman, will be appointed annually at the Annual Meeting in May. The quorum of the Committee shall be 3 members. The Parish Clerk to be in attendance.
- 3. Meetings:** Meetings will be held on the second Tuesday after a full Parish Council meeting each month and during the months when full council meetings are not held. The calendar of dates will be circulated and approved by full Council at the Annual Meeting in May. Meetings will only be called to meet Local Authority deadlines. Planning matters will also be discussed at the main Parish Council meetings held on the third Tuesday of most months.
- 4. Record of Proceedings:** Written minutes will be taken and circulated to all Councillors by the Clerk for adoption at the next full council meeting. The minutes will be published on the Parish Council's website.
- 5. Responsibilities:** The Planning Committee has the delegated authority from Wisborough Green Parish Council:
 - a. To make representations to the Local Planning Authority on applications for planning permission which have been notified to the Council.
 - b. To make representations in respect of appeals against the refusal of planning permission.
 - c. To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.
 - d. To ensure that any comments received, prior or at the meeting, from relevant parties (applicants and objectors) are considered at the meeting.
 - e. To consider and respond to other planning related consultations.
 - f. To monitor, review and where necessary, make recommendations to the Council for amendments to the planning consultation procedure.
 - g. To deal with any other planning related matter that a meeting of the full Council considers appropriate to be referred to the Planning Committee. All powers shall be exercised in accordance with any Standing Orders, or directions given by the Parish Council.
 - h. Where an application is subject to an appeal, the Committee is authorised to make written representation and to elect a member of the Committee to attend the hearing.

- i. Wherever possible, a member of the Planning Committee is to be nominated to attend Planning Authority's Planning meetings to represent the Committee's and/or Council's views, as considered necessary.

6. Planning Applications: Applications can be viewed on the Planning Portal at Chichester District Council. Links to the applications will be included on the meeting agenda, circulated at least 3 clear working days in advance of the meeting.

7. Responses: The Parish Clerk will communicate in writing to the Local Planning Authority, or other relevant body, detailing the Planning Committee's recommendations, and will ensure that communication arrives within the timescale for each application. All correspondence should be conducted through the Parish Clerk wherever possible.

8. Review: These Terms of Reference are to be reviewed annually.