

## TERMS OF REFERENCE FOR THE PLANNING COMMITTEE

These rules are supplemental to, and do not in any way override, the Parish Council's standing orders &/or financial regulations and are subject to the council's code of conduct.

**Purpose:** To consider planning applications for Sedlescombe Parish and make recommendations to Rother District Council or another planning authority as appropriate. The Planning Committee is constituted to consider and to respond on behalf of the Council in respect of such applications.

The Planning Committee is not the Local Planning Authority and as such does not have the power to refuse or allow planning applications. The Planning Committee on behalf of Sedlescombe Parish Council is a statutory consultee in the planning process.

**Committee:** Membership numbers are not limited but are subject to a minimum of four serving Parish Councillors. All serving Councillors may request to be appointed to the Committee. The Chair and Vice-Chair of the Council shall be ex-officio members with full voting rights.

The Chairman and Vice Chairman of the Committee shall be elected by the membership at the first committee meeting following the Parish Councils AGM.

The Clerk will attend the Committee and is responsible for the maintenance of any documents and records necessary for the effective fulfilment of the Committee's duties as listed above.

**Quorum:** Three members must be present, to include the chairman or vice chairman for a meeting to commence.

**Meetings:** The Parish Clerk or the Chairman of the Planning Committee may call Planning Committee meetings as and when necessary to ensure that Planning Applications received can be discussed and replied to within the timescale required. Details of planning applications shall be circulated with the agenda by e-mail to all Committee members in accordance with the Council's Standing Order of three days clear notice.

**Representations without a meeting:** The Parish Council is a statutory consultee on planning applications and as such is invited to make comments along with the public during a specified 21-day consultation period. The Chairman may give permission for applications to be discussed and commented upon under delegated authority via email where it is not convenient to organise a meeting. The clerk will receive comments from a minimum of three councillors and will summarise the comments. The consultation will be advertised in the normal way and the comments will be passed on in the usual way.

If any member the public, whether the applicant in an application or an interested party wish to make representation to the Parish Council they should contact the Clerk at the earliest opportunity once they are aware the application is live or the site notice has been put up on site.

Letters of support or objection should be addressed to appropriate planning authority in the first instance and copied to the Parish Council for information.

**Areas of Responsibility:** The Planning Committee has the delegated authority from Sedlescombe Parish Council:

- To make representations to the Local Planning Authority on all applications for planning permission which have been notified to the Council;

- To visit relevant sites and consider any comments from members of the parish before coming to a decision;
- To make representations in respect of appeals against the refusal of planning permission;
- To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations;
- To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure;
- To ensure that any objections or recommendations are based solely on planning criteria
- To consider climate change, environmental and biodiversity aspects when considering planning applications
- To deal with any other planning related matter that a meeting of the Full Council considers appropriate to be referred to the Planning Committee including Highways matters and issues, Public Transport & Tree preservation orders;
- To respond on the Parish Council's behalf to consultations regarding planning issues or issues, including the infrastructure of the village, which may have an impact on planning;
- To take note of decision notices in respect of planning applications received from the District or County Council;
- To take note of any new legislation or regulations, changes in policy or other developments affecting the planning process, and any briefings received, and to participate in any relevant training.
- The Planning Committee will nominate a representative from the Committee (or the Clerk if appropriate) to speak at the Rother Planning Committee in the slot allocated for the Parish Council and other meetings to represent the Parish Council's views in respect of planning applications and other planning matters unless the committee resolves not to.
- To attend planning training sessions as offered by the planning authority and to read all relevant documentation to ensure that the Committee is aware of current legislation and regulations.
- To attend an annual refresher training session to qualify to be a member of the planning committee.

**Members of the Public:** The Planning Committee allows members of the public to address the Planning Committee meeting about planning applications and other items on the agenda. Members of the public may speak for 3 minutes in accordance with the Council's Standing Order and only before the Planning Committee has begun its own deliberations. If required, the committee members may seek clarification of the proposals from the public within the debate. In accordance with the Council's Standing Order members of the public may be excluded from the meeting if confidential business is to be transacted.

The Planning Committee has an obligation to consider all comments made about planning applications from all third parties whether they are provided prior to or during the meeting.

These terms of reference will be reviewed annually following the Parish Council's AGM.

First Adoption	28 <sup>th</sup> May 2019
Review	10 <sup>th</sup> January 2023
Last Review	20 <sup>th</sup> June 2023
Next Review	1 <sup>st</sup> Meeting after May 2024