

# Lower Beeding Parish Council

Appendix to Parish Council Minutes of 27<sup>th</sup> January 2015

## **TERMS OF 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.

### **1. Membership of the Planning Committee**

- a) Membership of the Planning Committee ("The Committee") will be as decided at the Annual Parish Council meeting each year, subject to the proviso that the chairman and vice-chairman of the Parish Council shall, in any event, be *ex officio* members.
- b) The attendees will be published on the Parish Council Website
- c) The formation of the first Committee shall be agreed by majority in the first instance at the January 2015 meeting of the Parish Council
- d) The Committee shall be subject to a quorum of half of its members or four whichever is the greater.

### **2. Chairman**

- a) The chairman of the committee will be elected by the committee at its first meeting after the Annual Parish Council meeting.
- b) The vice-chairman of the committee will be elected by the committee at its first meeting after the Annual Parish Council meeting.

### **3. Conduct of Meetings**

- a) All meetings of the Planning committee will be convened in accordance with the Parish Council's standing orders.
- b) The meetings may be called on an ad hoc basis by a combination of the chairman and the clerk, in order to respond to the closing dates for planning applications on the relevant Planning Systems, e.g. Horsham District Council ("HDC") website
- c) Public Notification of Planning meetings will be via the Lower Beeding Parish Council website, with a minimum of 3 days notice
- d) Planning Applicants must be given formal notice (3 days) and invited to attend Planning Committee meetings relevant to their Application.
- e) Meetings will be minuted by the Clerk to the Council or a member of the Committee.

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### **4. Powers of the Planning Committee**

The Committee shall be empowered to:

- a) To act on behalf of the Parish Council in respect of any planning issues and, in particular, to:
  - Support or object to planning applications on the Parish Council's behalf as appropriate.
  - Submit comments and recommendations regarding planning applications to Horsham District Council, or where applicable West Sussex County Council, on the Parish Council's behalf.
- b) To respond on the Parish Council's behalf to consultations regarding planning issues or issues, including the infrastructure of the village that may have an impact on planning.

### **5. Responsibilities and Areas of Operation of the Planning Committee**

- a) To consider planning applications in respect of properties and developments in Lower Beeding and to:
  - Decide whether to support or object on the Parish Council's behalf.
  - Submit comments and recommendations on the Parish Council's behalf to the Horsham District Council as required.
- b) To study relevant plans, visit relevant sites and consider any comments from members of the public before deciding whether to submit comments or recommendations of support or objection.
- c) To ensure that any objections or recommendations are based solely on planning criteria.
- d) To consider consultations and correspondence regarding planning issues or issues, including the infrastructure of the village, which may have an impact on planning at local, regional or national level, and to respond on the Parish Council's behalf as appropriate.
- e) To take note of decision notices in respect of planning applications received from the District Council.
- f) 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.
- g) To liaise with the District and County Councils, the other Sub-Committees of the Parish Council, including but not limited to the Community Plan Group, Groups or Organisations regarding planning issues and other issues, including

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the infrastructure of the village and environmental improvement schemes, which might have an impact on planning.

- h) To propose and agreed bid or apply for grants to finance any initiatives which are consistent with the responsibilities of the Planning Committee