

## FUNTINGTON PARISH COUNCIL

### PLANNING COMMITTEE - TERMS OF REFERENCE

#### **Objective**

Funtington Parish Council (the Parish Council) is an advisory body to the Local Planning Authority (Chichester District Council) for all planning applications that directly relate to the parish area. The Planning Committee is constituted to consider and respond, on behalf of the Parish Council, to all applications for planning permission and/or appeals referred by the Local Planning Authority. It is the prime responsibility of the Committee to consider all planning related matters, in order to reduce the duration of Parish Council meetings.

#### **Membership**

Membership shall consist four members of the Parish Council, all of whom are voting members of the Planning Committee, and the Parish Clerk (non-voting). Three members will constitute a quorum. The Committee shall invite non-councillor members to join where they may have expertise to offer on a particular subject or a general interest in Parish planning issues The invitees will not have voting rights.

If the number of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum the meeting shall be adjourned and any business not transacted shall be moved to the next meeting or on such other day as the Chair may arrange.

A Chair will be elected at the first meeting of the Planning Committee following the Annual Parish Council Meeting.

#### **Responsibilities**

Members of the Planning Committee must review any documentation relating to agenda items prior to attending the meeting.

Members of the Planning Committee shall undertake training as necessary, to ensure the effectiveness of the Parish Council and Planning Committee planning responsibilities.

#### **Delegated Authority**

The Planning Committee has delegated authority from the Parish Council to:

- make representations to the Local Planning Authority on applications for planning permission, which have been notified in accordance with the Local Government Act 1972, Section 20, Schedule 16 and any other relevant legislation;
- support or object to planning applications on the Parish Council's behalf as appropriate;
- make any comments in support or against a planning application, as and when appropriate;
- deal with any other planning related matters agreed by the Chair of the Parish Council and the Chair of the Planning Committee; and
- implement any new legislation or regulations, changes in policy or other developments affecting the planning process.

The Chair of the Planning Committee, or their substitute as agreed by the Committee, has delegated authority to speak for the Parish Council in line with the Committee's recommendations at:

- Site inspections;
- National Park Planning meetings;
- Chichester District Council Planning meetings; and
- Public / Neighbourhood consultations.

All powers shall be exercised in accordance with Standing Orders or directions given by the Parish Council.

### **Planning Applications**

- The Parish Clerk (the Clerk) shall circulate, by email, notice of planning applications to the Planning Committee, as soon as possible after receipt from the Planning Authority;
- The Planning Committee members may canvass opinion for and against an application and consult with other relevant bodies to assist with fair determination;
- All objections or recommendations must be based solely on recognised planning criteria; and
- On-site meetings may be arranged prior to a Planning Committee meeting: all members of the Committee shall be notified but not all have to be in attendance.

### **Meetings**

- The calendar of meetings shall be confirmed at the first Planning Committee meeting after the Annual Parish Meeting of the Parish Council; meetings will normally be held monthly;
- The Planning Committee will ensure that all application comments received prior to the meeting - from all relevant parties, applicants and objectors - are considered at the meeting. This does not include enforcement notices;

- Planning applications will be discussed and decisions reached on each one: to support, to object, or to make no recommendations;
- The Clerk will ensure the parishioners, including those (or their representatives) who have an application before the Committee, are aware of the arrangements for Planning Committee meetings and are invited to attend, should they wish to do so; and
- Additional meetings will be called, as and when necessary.

## **Minutes**

The Clerk will:

- circulate the Agenda and notice of the meeting at least 3 clear working days in advance
- produce minutes of the meetings, which must include details of the applications, the responses and the outcome; and
- ensure the minutes are tabled at subsequent Planning Committee Meetings and at the next full Parish Council meeting.